



Zebulon Parks & Recreation Department
Advisory Board
September 21st, 2020

The Zebulon Parks and Recreation Advisory Board will meet Monday, September 21st at 6pm at Zebulon Town Hall located at 1003 N. Arendell Avenue.

Prior to the meeting, the board will discuss, consider nominating and electing a vice chairperson. The board will also swear in new Advisory Board members.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Public Comment: *Due to Covid-19, all wishing to speak must submit comments, 400 words or less, to Hannah Blische (hblische@townofzebulon.org) by 3 PM on September 21st. Comments will be read as written to the Parks and Recreation Board at the time of public comments.*
4. Consent
 - a. Adoption of Minutes
 - i. February 17th, 2020
5. Presentations
 - a. Greenway Design Standards
 - b. Board Operations Training
 - c. Master Plan- Focus Group
6. Open Discussion
7. Staff Updates
 - a. Department Update
 - b. Master Plan Update
 - c. Next Regular Meeting: October 19th
8. Adjournment

Zebulon Parks & Recreation Department

Advisory Board Meeting

February 17, 2020

The Zebulon Parks and Recreation Advisory Board met Monday, February 22nd at 6 PM in the
Zebulon Community Center 301 S Arendell Ave, Zebulon, NC 27597

Board Members Attendance: Rayford Fulghum, Garrett Underhill, Debbie Wheless, Michelle Glidewell,
Brandon Wiggins, Erica Parsons

Others In Attendance: Sheila Long, Hannah Blische, Josh Hardin

Meeting Agenda

1. Call to Order

Start – 6:02 PM

Erica called the meeting to order.

2. Approval of Agenda

1st – Brandon Wiggins made the motion to approve the agenda

2nd - Rayford Fulghum second the motion.

All board members voted in favor

3. Public Comment

No Comments

4. Consent

a. Adoption of Minutes

i. January 11, 2020

ii. January 21, 2020

1st - Brandon Wiggins recommended approval of minutes

2nd – Michelle Glidewell second the motion

All board members voted in favor

5. Old Business

a. Master Plan

Sheila provided an update on the Master Plan Process. 290 online surveys completed so far; this is a great response from the community. The Parks and Rec staff have been doing a great job of reaching out to community groups and getting the word out. Please continue to reach out to other groups in the community, if you have questions about whether we have reached out to a certain group, feel free to ask staff.

Hispanic population has had an open call to the focus group meeting. If you have contacts, please pass the information along or share contacts with Sheila so she can personally invite members to join us.

March 5th will be the first community meeting. Currently planning "Plan to Play" events.

Glow Party and Superhero day, event details to come.

East Wake TV made a video on the Master Plan, please share with your networks.

Continuing to schedule Meetings in The Box, Sheila shared a list of places we have visited and meetings that are scheduled.

6. New Business

a. Youth Sports Procedures Manual

Josh Hardin (Athletics Coordinator) has drafted a Youth Sports Procedures Manual. Would like the board to discuss and adopt this manual. Josh highlighted key parts throughout the manual. This can be used as a reference for multiple situations.

- Mission Statements
- General Policies
- Weather Policy
- Participant Section (rules for players)
- Corrective Action Policy (verbal warning, suspension, league expulsion)
- Parent Corrective Action Policy (verbal warning, written warning, game suspension, season suspension)
- Complaints against the coach
- Coaching expectations
- Coaching policies, procedures and guidelines
- Accident report forms
- Program evaluation form
- Parent evaluation form

Michelle Glidewell asked about statement on registration form to address these policies. Josh explained that there is a brief synopsis and signature on back of registration. We could provide reference to these policies in the future. Will make these available to the public as

leagues are implemented. Michelle said she would like registration form to note that parents are signing that they had “read and agree to abide by these policies”.

Debbie Wheless asked about the coach speaking to the participant, would a referee be able to make decisions on game suspensions, etc.

Rayford Fulghum asked about participation rules, and if these apply to the All Stars Tournaments. Josh Hardin said it is made very clear to parents and participants as to what tournament participation rules are.

Erica Parsons asked if there was any kind of scholarships offered to children that cannot afford to pay to play. Sheila Long shared that this is addressed in the cost recovery policy. We will not turn a child away if they can't pay to play. There is a form they can fill out regarding their financial situation.

Erica Parsons called for a motion.

1st – Rayford Fulghum recommended approval of manual

2nd – Garrett Underhill second the motion

All board members voted in favor

a. Draft Budget Recommendation

Sheila Long provided a summary and supporting documents of department budget requests that had been submitted to the town manager. If the board had comments or feedback that sparked a change in these recommendations, Sheila had time to coordinate with the town manager as necessary.

- Requested Marketing and Advertising line item in budget
- Added line item for advisory board for training opportunities, developing a “Meeting in a box”, volunteer rewards banquet, etc.
- Requested landscaping contracts for 4 parks.
- Requested two new positions. Full time Staff Assistant position would eliminate two part time positions (Farmers market manager and recreation assistant) and requested Park Manager position (manage projects, basic planning of new park amenities)
- Major changes in part time staff. A lot of focus is being put on operations of the community center. Full time staff is being wrapped up into mundane tasks instead of focusing on their professional job duties. Requested additional part time funds to cover Zebulon Community Center during the day.
- Team uniforms will reflect actual expenses
- Would like to do a facility management software. GIS based facility tracking. Would require new computer, tablets, etc.
- Specialty events have been separated from the Farmers Market
- Special events are costly. Sheila has created an events committee. Has requested funds to support private groups who would like to host special events in the town. We want to encourage private offerings.

- Cultural and Recreational programs have been separated from community center programs
- Expanded expenses for Gill Street Park Cookout. Would like to do two events instead of one.
- Nature programs at Little River Park would like to be more regular throughout the year
- Trunk or Treat and Veterans day breakfast will now fall under Community Center programs
- Personnel Request for parks maintenance
- Facility rentals request to expand more programs at the Middle School
- Replace community center tables and chairs
- Develop department divisions. Created lines for transparency. Would like professional staff to have full budgets. Better for budget planning and accountability.

7. Open Discussion

No Discussion

8. Staff Updates

a. Department Update

Little River Park flooded last weekend. Major tree fell. Public works cleared tree. Closed park over the weekend and reopened Monday Afternoon. Wanted to exercise extra caution.

RecDesk has been great for tracking athletics.

Princess Tea Party has been a hit.

Community Center will host primary election on March 3rd

Basketball goals were inspected. Only found one fault.

- b. Next Regular Meeting: March 16th at 6 PM – anticipate that board will be presented with Greenway design specs.

9. Adjournment

Erica requested a motion to adjourn the meeting

1st - Rayford Fulghum

2nd – Garrett Underhill

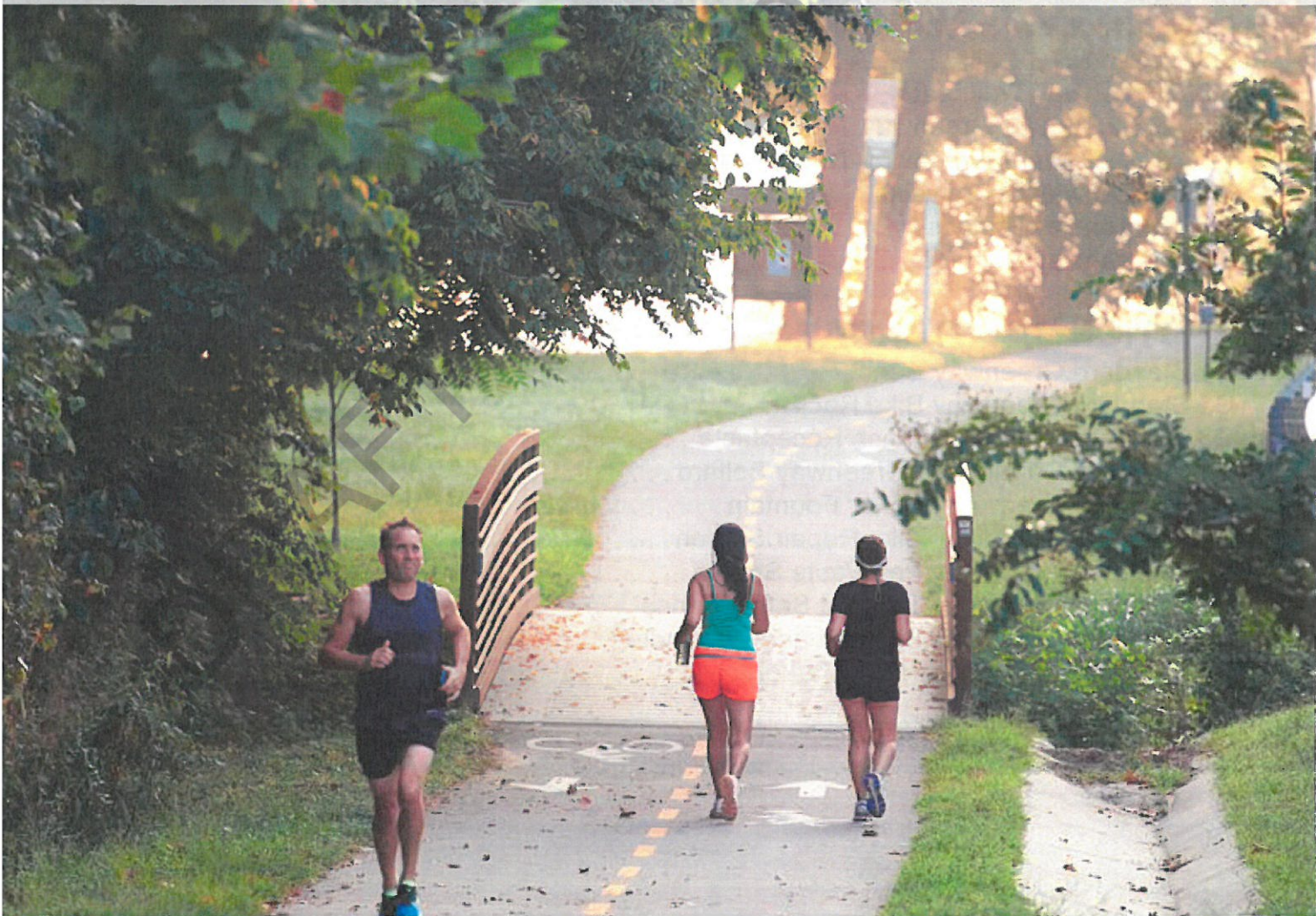
Advisory board voted in favor.

End – 7:03 PM



Town of Zebulon

SECTION 8 GREENWAY DESIGN STANDARDS



Kimley»Horn

Expect More. Experience Better.

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SECTION 8.1: INTRODUCTION

Overview

The following document has been created to establish minimum design standards for greenways throughout the Town of Zebulon in order to protect the health, safety, and welfare of the public along the Town's greenway system. These standards are meant to guide the development of greenways in the Town, ensuring they are safe, accessible, properly interconnected, and have a minimum impact on the natural environment and natural resources.

The Town of Zebulon Public Works Director shall be responsible for interpretation and implementation of the greenway design standards criteria. Alternative design methods may be considered by the Public Works Director on a case-by-case basis.



8.1.1 Definitions

Greenway:

For the purposes of the Town of Zebulon Greenway System, greenways are defined as linear, natural areas which may be suitable for access. Some greenways in the Zebulon area may not be suitable for greenway trail development and benefit the community by remaining as undeveloped open space, providing buffers, environmental preserves, or wildlife corridors.

Greenways connect separate tracts of open space and help protect natural features and processes, while maintaining the ecological integrity of the surrounding landscape. When associated with creeks and rivers, greenways also serve to protect water quality, with buffers in place to ensure development does not impact flow, habitat, or associated ecosystems of waterways.

Although greenways are mostly associated with natural areas, they can also serve highly urbanized areas. In these cases, a greenway is usually a linear park system with developed recreational and alternative transportation facilities, or park nodes along the length of the system.

Greenway Trails:

Greenway trails are constructed public access facilities within greenways or public utility easements. Combined, the individual greenway trails make up a greenway trail network, connecting neighborhoods, schools, parks, and commercial areas. Greenway trails are also sometimes referred to as “multi-use paths (MUP),” “shared-use trails,” or in the case of trails along roadways, “side paths.”

Construction of greenway trails should provide access and connectivity without damaging the qualities of the natural environment that are most valued and appreciated. Surfacing, drainage, and topography should all be considered during design to ensure maximum accessibility for users, with minimum disturbance to the surrounding environment.



8.1.2 Principles of Greenway Design

Safety:

Safety is essential to trails and greenways. This includes minimizing risk, crime, and discrimination. Separated and protected bike facilities and greenway trails give cyclists and pedestrians a safe alternative to unprotected or insufficient on-street facilities which put users at physical risk from automobile traffic. Furthermore, designing these facilities with adequate lighting, maintenance, signage, and access points that have clear emergency location and contact information throughout will help create conditions that deter criminal activity, while also helping trail users feel safe and prepared if an emergency occurs. This feeling of safety in turn encourages more trail use, thereby increasing natural surveillance, further deterring criminal activity with more eyes on the trail.

Accessibility:

Trails and trail crossings should permit the mobility of residents of all ages and abilities. The trail network should employ principles of universal design, as well as Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) requirements, ensuring users can find direct routes to destinations regardless of mobility, sensory, or cognitive disability impairments. All roads are legal for the use of pedestrians and bicyclists, meaning that bicycle and pedestrian facilities connecting to the greenway trail system should be designed, marked, and maintained accordingly.

Connectivity:

Greenway systems should provide connections to community assets such as parks, schools, commercial centers, and wildlife preserves, encouraging the use of more greenway routes. The sprawling nature of many land development patterns often leaves residents and visitors with no choice but to drive, even for short trips. A complete greenway trail network, as part of the local transportation system, can offer effective transportation alternatives by connecting homes, workplaces, schools, parks, downtown, and cultural attractions.

Environmental Impact:

There are a variety of environmental benefits accepted in providing greenways that help to protect the essential functions performed by the natural ecosystems. Greenways protect and link fragmented habitat and provide opportunities for protecting plant and animal species otherwise threatened by development. Additionally, when compared to roads, highways, and parking lots, paved greenway trails are an insignificant impervious surface which provide access to natural features in the community. The presence of greenway trails has not been shown to materially change the function of storage capacity of a floodplain, according to HEC-1 and HEC-2 studies produced by the Army Corps of Engineers.

SECTION 8.2: DESIGN GUIDELINE RESOURCES

The guidelines recommended in this document are intended to assist the Town of Zebulon staff, as well as those designing the greenway system of Zebulon, in the selection and design of greenway trails. The standards seek to combine the best practices of various public agencies and municipalities nationwide. When designing greenways, users are encouraged to also consult with design professionals licensed in the state of North Carolina such as planners, landscape architects, and engineers experienced in the design and implementation of greenways.

8.2.1 National Guideline Resources:

Several resources have been made available to design professionals concerning road, sidewalk, and greenway trail design at a national level. These guidelines can serve as a framework for designers and additional resources to this document.

The Federal Highway Administration's **Manual on Uniform Traffic Control Devices** (MUTCD) Defines the standards used by road engineers nationwide to install and maintain traffic control devices on public streets, highways, greenway trails, and private roads open to public traffic. This manual is the primary source for guidance on lane striping requirements, signal warrants, and recommended signage and pavement markings. The manual includes an experimental table of contemporary bicycle facilities that lists various bicycle-related signs, markings, signals, and other treatments and identifies their official status.

The American Association of State Highway and Transportation Officials' (AASHTO) **Guide for the Development of Bicycle Facilities**¹ provides information for dimensions, use, and layout of specific bicycle facilities. The guide includes information on sidewalk widths, bicycle lane dimensions, striping requirements, and recommended signage.

The National Association of City Transportation Officials (NACTO)'s **Urban Bikeway Design Guide**² provides cities with state-of-the-practice solutions to create complete streets that are safe and enjoyable for bicyclists. The guide was developed by bicycle-friendly cities worldwide to invent innovative solutions to unique urban street problems.

All greenway trails and facilities shall comply with the Architectural Barriers Act and the Americans with Disabilities Act (ADA). The United States Access Board's proposed **Public Rights-of-Way Accessibility Guidelines**³, the **2010 ADA Standards for Accessible Design**⁴ and the Architectural and Transportation Barriers Compliance Board's (ABA) **Shared Use Path Accessibility Guidelines**⁵ contain standards and guidance for the construction of accessible facilities, including sidewalk curb ramps, slope requirements, and pedestrian railings.

¹ https://nacto.org/wp-content/uploads/2015/04/AASHTO_Bicycle-Facilities-Guide_2012-toc.pdf

² <https://nacto.org/publication/urban-bikeway-design-guide/>

³ <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines>

⁴ <https://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm>

⁵ <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/shared-use-paths/supplemental-notice>

8.2.2 State Guideline Resources:

Additional resources available at the state level ensure greenway trails, in addition to streets, conform to the safety, accessibility, and aesthetic standards expected of the public.

The North Carolina Department of Transportation (NCDOT) **Complete Streets Planning and Design Guidelines**⁶ outlines ways communities can incorporate various modes of transportation when developing new projects. The guidelines also explain how new policies will be implemented to promote collaboration between NCDOT and cities, towns, and communities during planning and design phases to best serve communities with transportation options.

NCDOT also provides the **Statewide Pedestrian and Bicycle Plan**⁷, a framework for improving bicycle and pedestrian transportation as a means to enhance communities. The plan is centered around 5 principles: safety, health, economy, mobility, and environment.

The **North Carolina Bicycle Facilities Planning and Design Guidelines** were developed by the Division of Bicycle and Pedestrian Transportation and contribute to the design and construction of safe bicycle facilities.

The **2012 North Carolina Building Code (NCBC)**⁸ is intended to protect public health, safety and welfare during design and construction, without increasing construction cost or restricting material usage. The building code most recently adopted by the Town of Zebulon should be consulted when designing any structure, including railings, fencing, bridges, and restrooms.

8.2.3 Local Guideline Resources:

Local resources, those at the county, city or town level, provide design professionals with information specific to the ordinances, provisions, and geography of the area in which they are designing.

The **Wake County Greenway System Plan**⁹ outlines the county's vision to create a connected and comprehensive system of greenway trails. The plan includes goals for the county's greenway system, as well as design recommendations and implementation strategies.

The **Town of Zebulon Unified Development Ordinance**¹⁰ (UDO) provides the town's vision of a unique sense of place while protecting the natural environment. The ordinance discusses zoning, development standards, and enforcement policies. This ordinance should be consulted whenever new greenway trail development is being considered.

The **Town of Zebulon Street and Storm Drainage Standards and Specification Manual**¹¹ was established to assist developers and engineers with the design and construction of stormwater infrastructure, streets, roadways, and sidewalks. The manual provides methods, procedures, and standard specifications to establish minimal guidelines for new development.

⁶ https://www.completestreetsnc.org/wp-content/themes/CompleteStreets_Custom/pdfs/NCDOT-Complete-Streets-Planning-Design-Guidelines.pdf

⁷ <https://www.ncdot.gov/bikeped/walkbikenc/default.aspx>

⁸ https://up.codes/viewer/north_carolina/ibc-2009

⁹ http://www.wakegov.com/parks/about/Documents/masterplan/Greenway%202017/1_Introduction.pdf

¹⁰ https://www.townofzebulon.org/sites/default/files/uploads/planning/adopted_udo.pdf

¹¹ https://www.townofzebulon.org/sites/default/files/uploads/public-works/street_and_storm_drainage_standards_specifications_manual.pdf

SECTION 8.3: DESIGN STANDARDS

These design standards state minimum design standards for implementation of the Town of Zebulon Greenway Network. Standards are founded on best practices and accepted guidelines for greenway facilities throughout the United States and should apply to both public and private off-road additions to the Town of Zebulon Greenway Network. Application of these standards will ensure that all aspects of the greenway vision are met through consistent design.

Because greenway facility design is a broad topic that covers many issues, the drawings and standards outlined in this document should not be interpreted as a substitute for more thorough, site-specific, professional design and engineering work. Each segment of the greenway network should be evaluated, designed, and constructed in consultation with qualified professional engineers and landscape architects.



8.3.1 Greenway Trails

Greenway trails provide two-way travel through several unique environments and serve a variety of users, including walkers, runners, and bicyclists. The following greenway trail guidelines are based on the most recent versions of widely accepted regulatory guidelines that are amended and supplemented throughout this section.

- All greenway trails shall meet ADA standards as outlined in the *2010 ADA Standards for Accessible Design* Chapter 4, as well as ABA standards as outlined in the *ABA Accessibility Standards* Chapter 4. For running slope requirements see Figure 8.3.1.B.
- All proposed greenway trails require a greenway specific geotechnical report from a North Carolina registered geotechnical engineer.
- All greenway trails shall have minimum width of 10-foot paved surface, with a 2 foot wide compacted aggregate shoulder on both sides of the trail.
- Greenway trails shall be paved with minimum 2 inch asphalt surface course, Type SF 9.5A per NCDOT Standards. Greenway areas subject to frequent flooding shall be constructed using a concrete greenway surface.
- Greenway trails shall have a minimum 6-inch aggregate subbase course, as specified in Section 520 in the *NCDOT Standard Specifications for Roads and Structures*. Additional subbase may be required based on a greenway specific geotechnical investigation and recommendation. Geotextile fabric may be used for unsuitable soils.
- Greenway trails shall have a maximum 2% cross slope.
- Greenway trails shall have thermoplastic, reflective centerline striping within 50 feet of a blind curves, bridge approaches, and intersections with roadways.
- Proposed greenway trail design and construction must adhere to all state and local stream buffer requirements.
- Proposed greenway trail design and construction shall minimize land disturbance and preserve existing vegetation to the greatest extent possible.
- Greenway boardwalks shall be design to mitigate concentrated flows of stormwater using best practices outlined in *NCDEQ Stormwater BMP Manual Part E-5*.
- Vertical clearance shall be a minimum of 10 feet for emergency vehicle access.
- Horizontal curves shall have minimum 60-foot radii, per NCDOT standards. When ample room exists, curves greater than 60-foot radii shall be implemented.

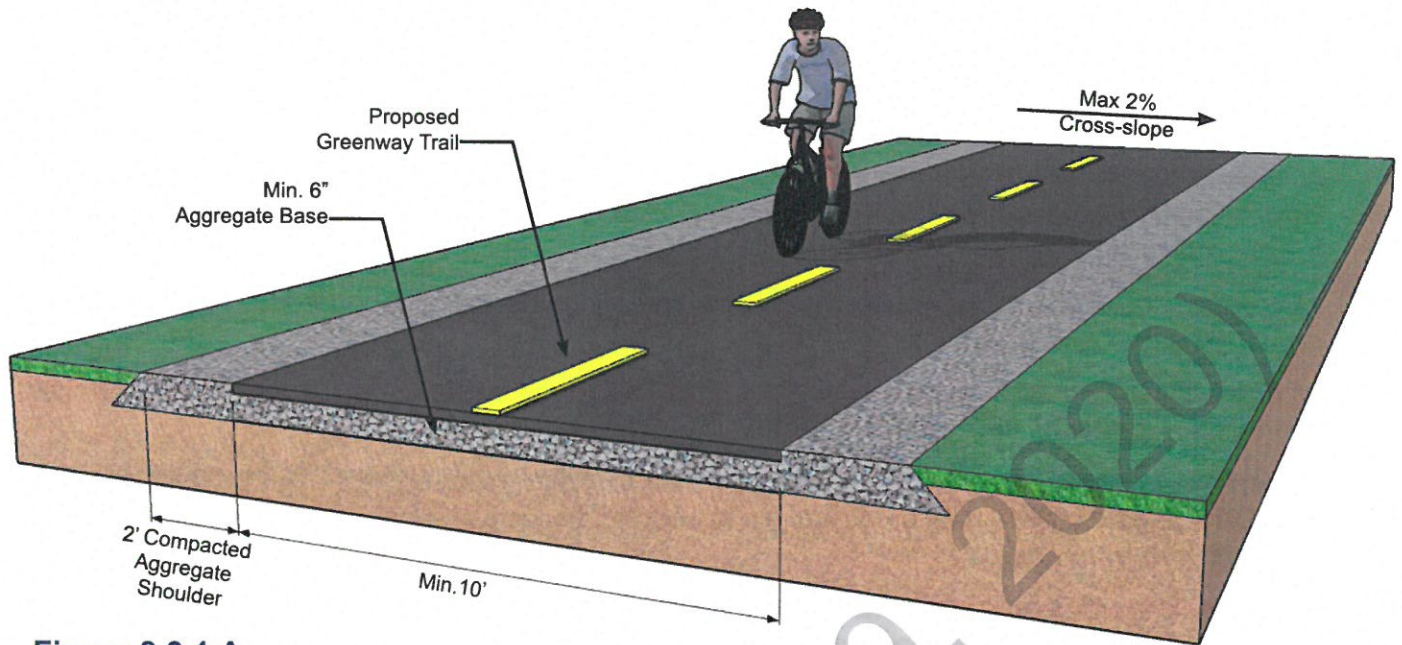


Figure 8.3.1.A

Source: ABA Standards Section 1017.7.1

MAX RUN OF GREENWAY TRAIL SLOPE	MAX DISTANCE BETWEEN LEVEL LANDINGS
0 to 5%	ANY DISTANCE
>5 to 8.33%	200 FEET OF RUN
>8.33 to 10%	30 FEET OF RUN*
>10 to 12%	10 FEET OF RUN*

*No more than 30 percent of the total length of a trail shall have a running slope steeper than 8.33%

Figure 8.3.1.B

8.3.2 Greenway Trailheads

Greenway trailheads serve as access points for the Town of Zebulon greenway trail system. They should be established near residential developments and may include parking lots, restrooms, greenway signage for wayfinding and trail information, and other recreational amenities. Trailheads should be located where they will be most convenient to the largest concentrations of trail users. All greenway trails that intersect with a public or private road shall provide access for bicycles and greenway maintenance vehicles.

8.3.2.1 Major Greenway Trailheads

- Major greenway trailheads shall include a 10-foot wide concrete driveway apron, complying with Town of Zebulon Streets and Storm Drainage Standards and Specifications 2.2.2, with a maximum slope of 5%. Driveway aprons must be accessible by greenway maintenance vehicles (See figure 8.3.2.1.A).
- Driveway aprons shall connect to a 10-foot width asphalt spurtrail (a trail connecting the trailhead to the main greenway trail network), designed to the same standard as a greenway trail per Section 8.3.1.
- Major greenway trailheads shall be secured with a retractable bollard (see detail G4), located 25-feet from start of the driveway apron, and centered on the greenway trail. Where trailheads provide vehicular access off-trail, protective elements such as boulders shall be provided within 5 feet of trail surface. Standard set forth shall not prevent maintaining minimum 4-foot clearance for greenway visitors, per NCBC 1104.1.
- Major greenway trailhead entrances shall include retroreflective signage displaying STOP facing the greenway trail per MUTCD Section 9B.03, and displaying NO MOTOR VEHICLES facing adjacent parking or roadways per MUTCD Section 9B.08. (See figure 8.3.2.1.B)
- Major greenway trailheads designed and constructed alongside new neighborhood developments shall include 1 parking space per 50 dwelling units. Parking lots shall include ADA accessible parking spaces in numbers complying with *ADA Accessibility Guidelines* Table 4.1.2 (5) and marked according to *ADA Accessibility Guidelines* Section 4.6.

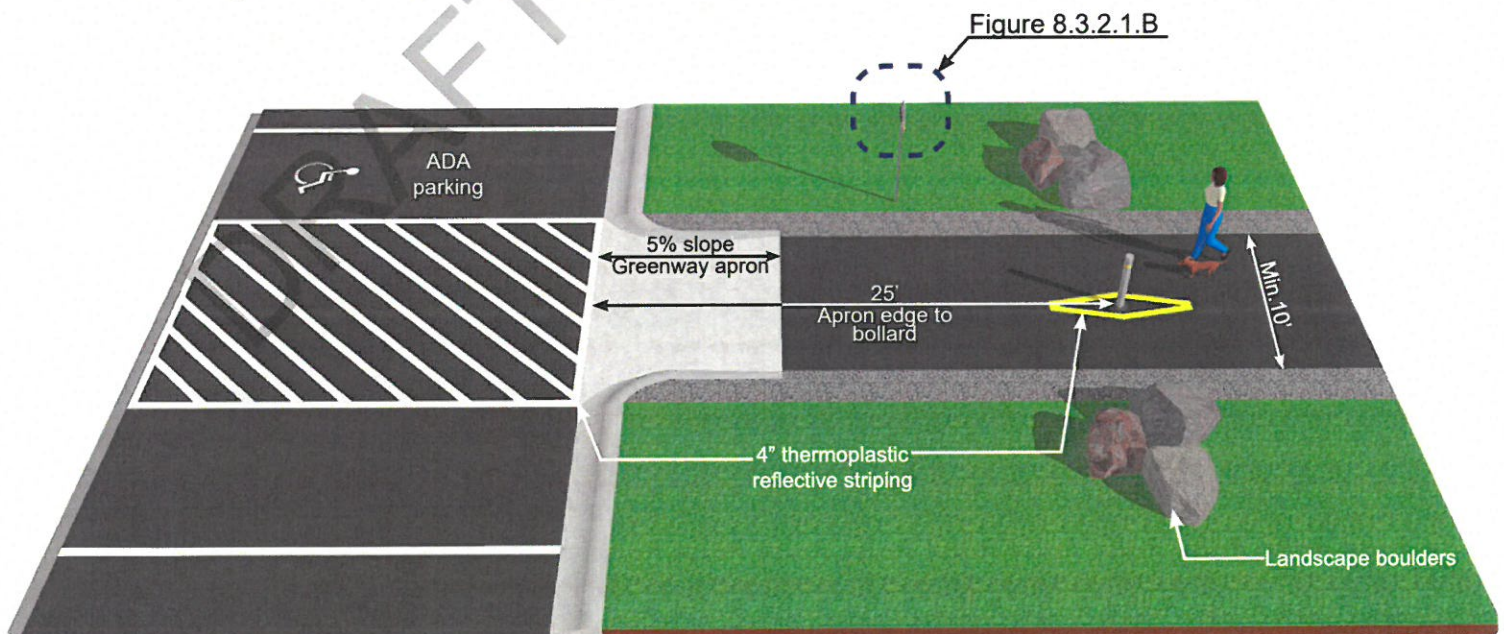


Figure 8.3.2.1.A

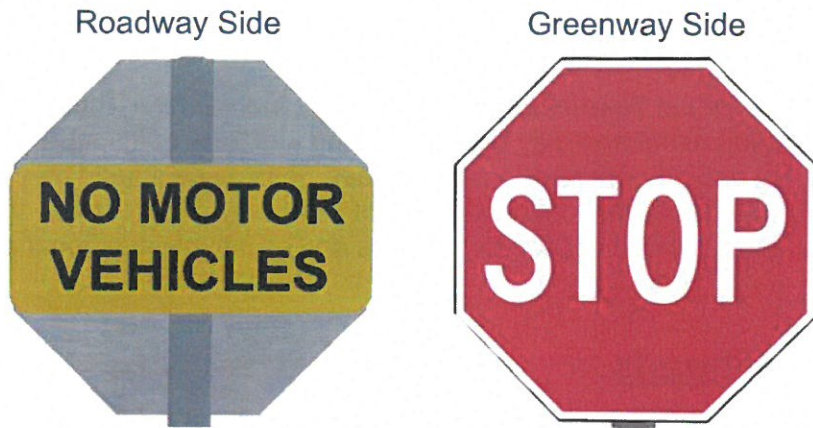


Figure 8.3.2.1.B

8.3.2.2 Minor Greenway Trailheads

- Minor greenway trailheads shall provide emergency and greenway maintenance vehicle access.
- New developments adjacent to the greenway trail system are required to include a minimum of one minor greenway trailhead.
- Minor greenway trailheads may include parking, but it is not required.
- Minor greenway trailheads shall include a spurtrail with a minimum of 7-feet to a maximum of 10-feet in width, paved with cast-in-place concrete, constructed per NCDOT Standard Detail 848.01.
- Spurtrails at minor greenway trailheads shall include a connection to a residential sidewalk at a 90-degree angle (see figure 8.3.2.2.A).
- Major greenway trailheads shall be secured with a retractable bollard (see detail G4), located 25-feet from start of the driveway apron, and centered on the greenway trail. Where trailheads provide vehicular access off-trail, protective elements such as boulders shall be provided within 5 feet trail surface.
- Sidewalks connecting to minor greenway trailheads shall be 4-feet minimum in width per Town of Zebulon UDO, paved with cast-in-place concrete, constructed per NCDOT Standard Detail 848.01. Sidewalks shall be compliant with the *2010 ADA Standards for Accessible Design* Chapter 28 CFR 35.151.
- Minor greenway trailheads shall utilize 24-inch rolled curbs between sidewalk and roadway.

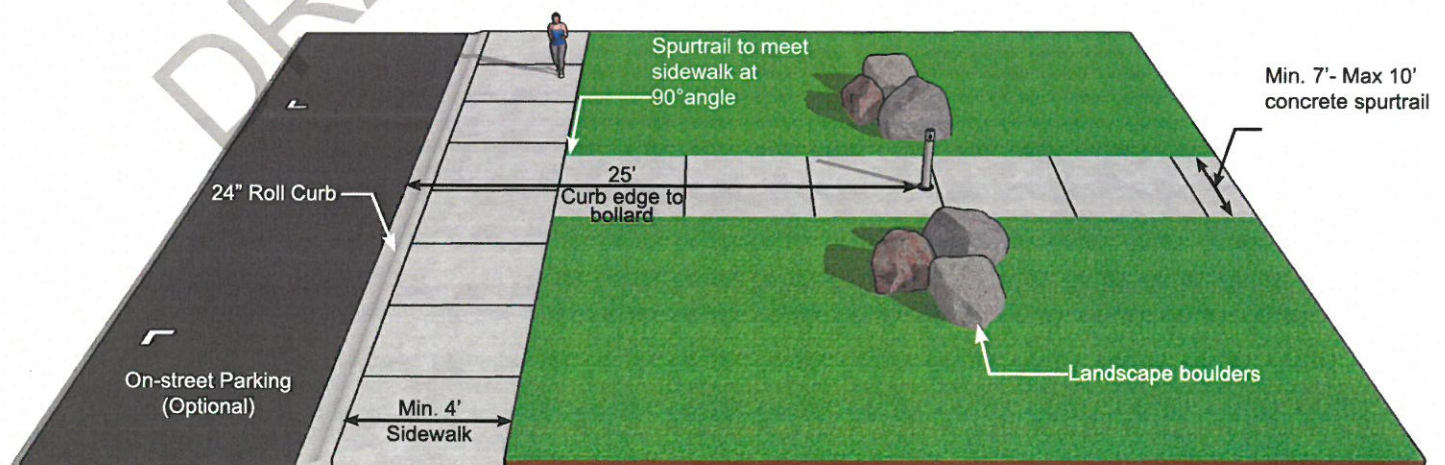


Figure 8.3.2.2.A

8.3.3 Greenway Boardwalks

Greenway Boardwalks are structures that span over sensitive natural or inundated areas while limiting the potential for environmental impact. The following greenway boardwalk guidelines are based on the most recent versions of widely accepted regulatory guidelines that are amended and supplemented throughout this section.

- Greenway boardwalks shall have a minimum of 12-feet of clearance width.
- Greenway boardwalks shall have a minimum 24-inches of clearance from finished floor height to top of adjacent finish grade.
- Greenway boardwalks shall have a 54-inch high guard rail composed of timber and chain link fencing. Attached to the guard rail shall be a 1"x6" IPE rub rail. The bottom of the rub rail shall be at 34-inches AFF. Chain link fencing shall have a 2-inch mesh size comprised of 8-gauge core wire with dark green polyolefin elastomer permafused coating.
- Greenway boardwalks shall be constructed with timber, concrete, or steel depending on site conditions. Glued laminated timber shall not be used.
- Timber and concrete greenway boardwalks shall be designed in accordance with most current AASHTO Standard Specifications for Highway Bridges. Design Live Load shall be for an AASHTO H10 vehicle.
- Greenway boardwalks shall be design to mitigate concentrated flows of stormwater using best practices outlined in *NCDEQ Stormwater BMP Manual Part E-5*.
- Design and construction of greenway boardwalks shall minimize land disturbance and preserve existing vegetation to the greatest extent possible.
- When boardwalks are located in wetland or over a blue line stream, local, state, and federal permits will be required. Coordination with the Town and relevant review agencies will be needed.



Figure 8.3.3.A

8.3.4 Greenway Bridges

Greenway bridges may be required for access over natural features such as streams and rivers as required to meet State of North Carolina and federal guidelines.

- All greenway bridges shall be designed, reviewed, and sealed by a licensed professional in the state of North Carolina.
- Greenway bridges crossing roads owned and maintained by the NCDOT require approval from NCDOT including all necessary permits and agreements.
- Local building permits, development permits, and all other regulatory entitlements required prior to greenway bridge construction.
- All greenway bridges shall meet current AASHTO, ADA, and ABA standards, including ramp slopes and handrail specifications.
- Greenway bridges shall be prefabricated, “arch style,” and composed entirely of weathered steel, with the exception of decking and rub rails.
- Decking shall be cast-in-place concrete with a Design Live Load for a AASHTO H10 vehicle.
- Rub rails shall be 2"x8" IPE, and shall be installed such that the bottom of the rub rail is at 34" above finished bridge decking (See figure 8.3.4.B).
- Greenway bridges shall have a minimum clearance width of 12-feet.
- Greenway bridges shall include a minimum 15-foot long cast-in-place concrete approach on both sides of the bridge (See Figure 8.3.4.C). Bridge approaches shall match the width of the bridge.
- Adjacent to the concrete approach shall be composite safety fencing, tapered down to 6-inches above finish grade on both sides (See Figure 8.3.4.C).
- Greenway bridges shall have a minimum overhead clearance of 10-feet.
- When greenway bridges are located in wetlands or over a blue line stream, local, state, and federal permits will be required. Coordination with the Town and relevant review agencies will be needed for guidance on elevation.

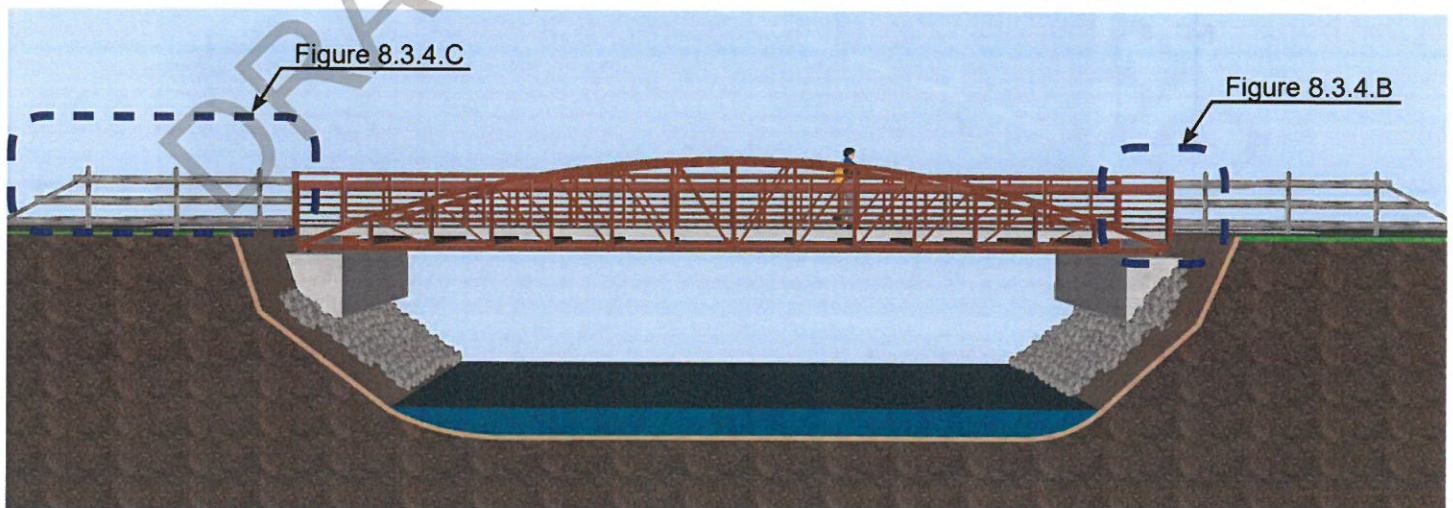


Figure 8.3.4.A

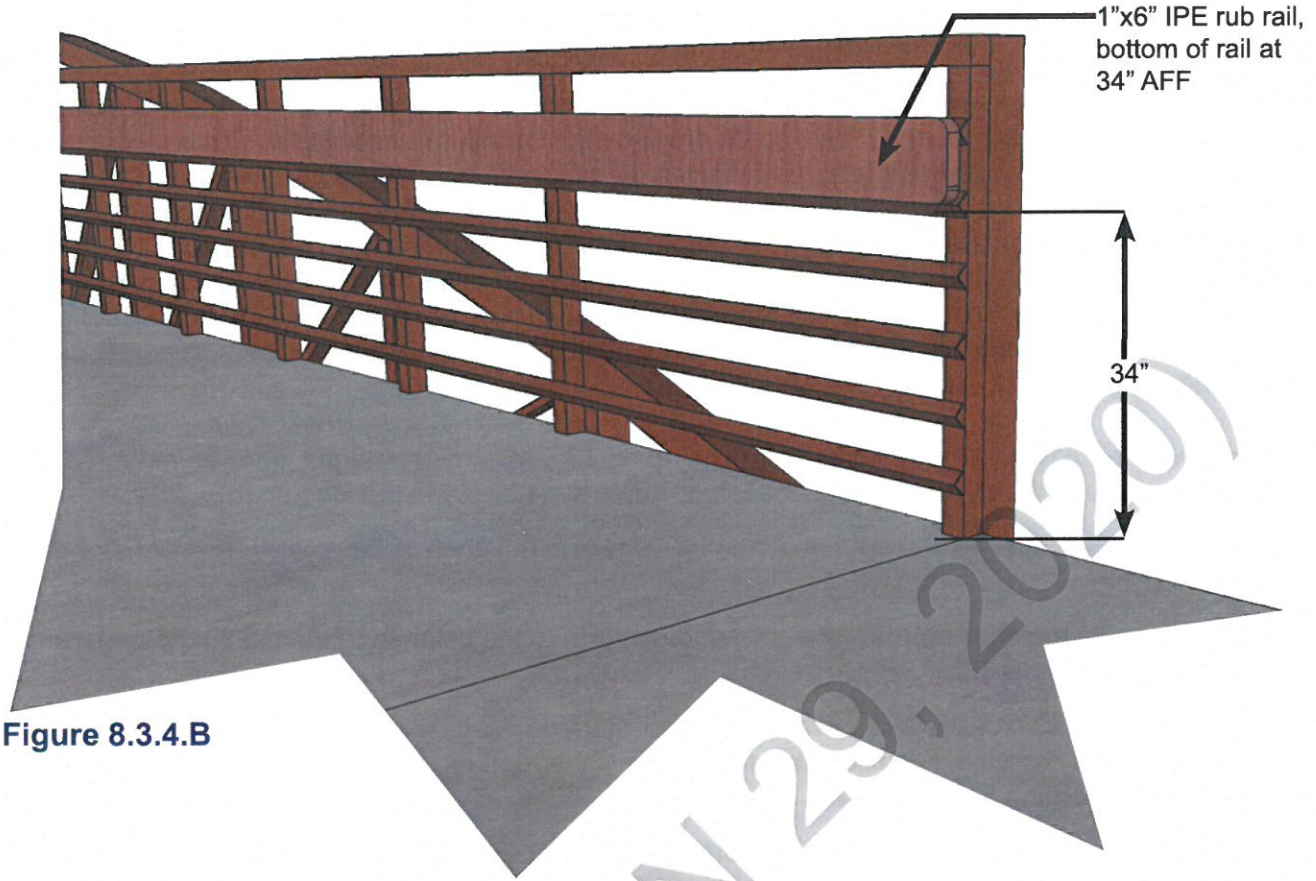


Figure 8.3.4.B

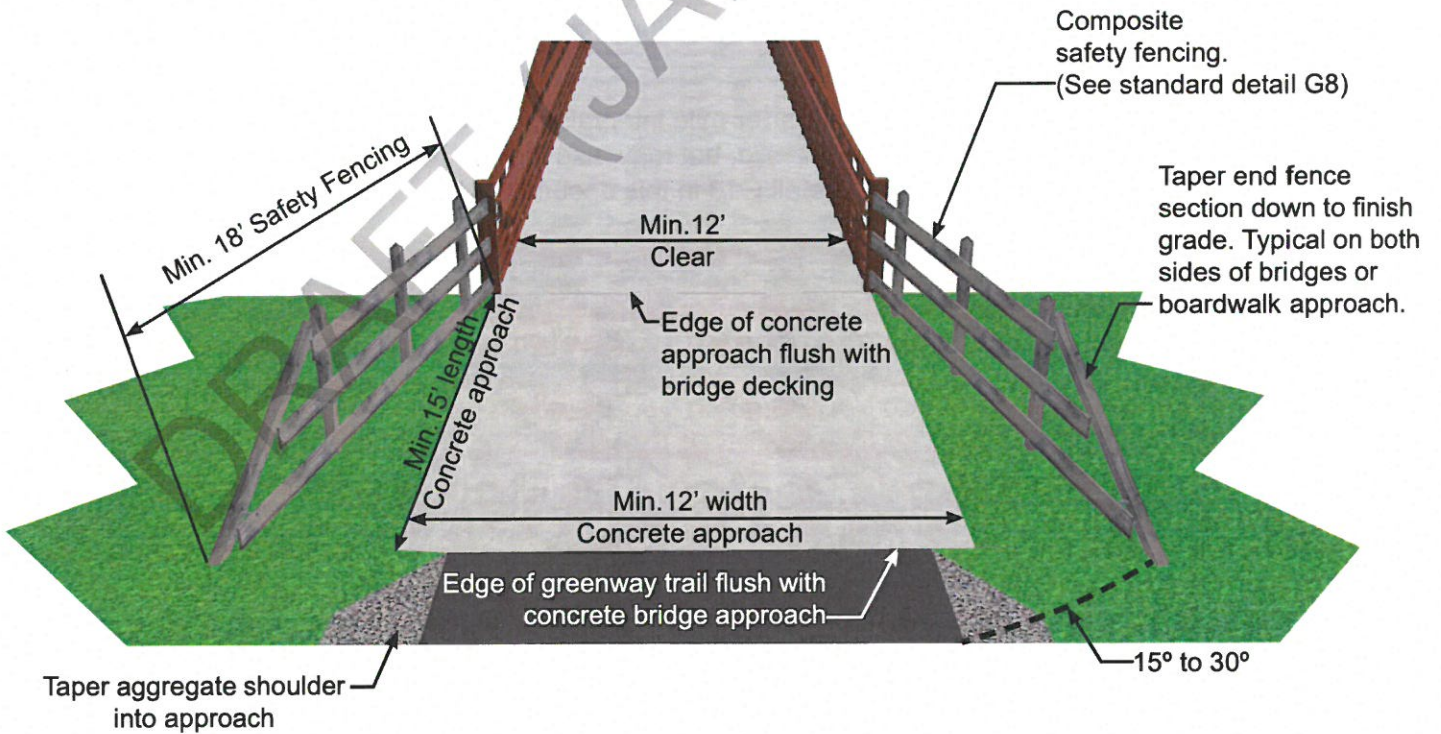


Figure 8.3.4.C

8.3.5 Greenway Signage

Greenway signage indicates and alerts various path locations and conditions for greenway users such as mile markers, greenway connections, steep grades, hazardous trail conditions, or narrow trails. Regulatory and warning signage notify greenway users of location-specific regulations, as well as unexpected trail conditions that may require a reduction in speed or other action. Examples of common greenway regulatory signage can be found in Figure 8.3.5.A. Wayfinding signage assists path users in estimating their progress and provide a means for identifying the location of emergency incidents by indicating distances, trail names, and directions. Examples of common greenway wayfinding signage can be found in Figure 8.3.5.B. Refer to Table 9B-1 in the MUTCD document for allowable path signage and signage dimensions.

- Greenway regulatory and wayfinding signage, except for mile marker signs, shall be mounted on 3"x3" square aluminum posts, powder coated. Refer to detail G9 in this document.
- Greenway signs shall be placed a minimum of 50-feet in advance of the trail change or hazard they are indicating.
- Greenway signage shall be retroreflective and conform to the color, legend, and shape requirements described in MUTCD Table 9B-1.
- If a greenway trail crosses a roadway, regulatory signage shall be added to the roadway to alert motorists of the crossing. For allowable regulatory signage at roadway crossings, refer to MUTCD Intersection Warning Sign Template, Signs W2-1, -2, -3, -4, -5.
- No portion of a greenway sign or its support shall be placed less than 2-feet laterally from the near edge of the greenway trail.
- Mounting height for post-mounted signs on greenway trails shall be a minimum of 3-feet, measured vertically from the bottom of the sign to the elevation of the near edge of the path surface, and shall not exceed 8-feet in height.
- Mile marker signs shall be placed at quarter-mile intervals along all greenway trails. At a minimum, mile marker signs shall include the trail mile, but may also include the trail name. Mile marker signs shall be at least 3-feet tall. Refer to detail G10 in this document.



Figure 8.3.5.A



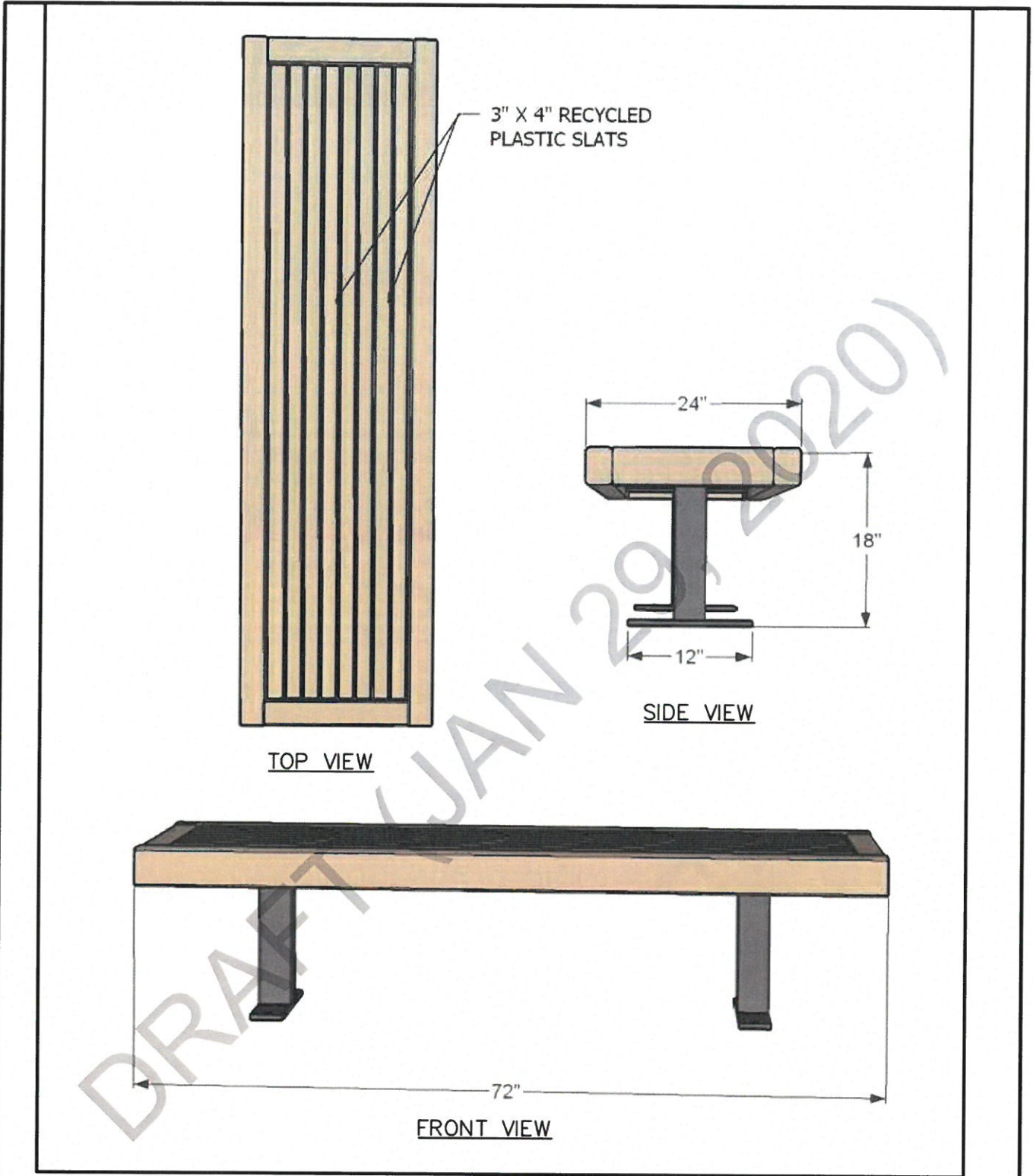
Figure 8.3.5.B

SECTION 8.4: STANDARD DETAILS

STANDARD DETAIL INDEX:

G1 Standard Greenway Bench	18
G2 Standard Greenway Bike Rack	19
G3 Standard Greenway Trash Receptacle	20
G4 Standard Retractable Greenway Bollard	21
G5 Standard Greenway Water Fountain	22
G6 Standard Greenway Bike Repair Station	23
G7 Standard Greenway Pet Waste Station	24
G8 Standard Greenway Tapered Safety Fence	25
G9 Standard Greenway Signage and Wayfinding	26
G10 Standard Greenway Mile Marker	27

DRAFT (JAN 29, 2020)



- NOTES:**
1. PRODUCT SHOWN IS DUMOR BENCH 163.
 2. ACCEPTABLE ALTERNATIVE PRODUCTS INCLUDE:
 - THOMAS STEELE WALDEN II FLAT BENCH
 - VICTOR STANLEY BENCH CM-53

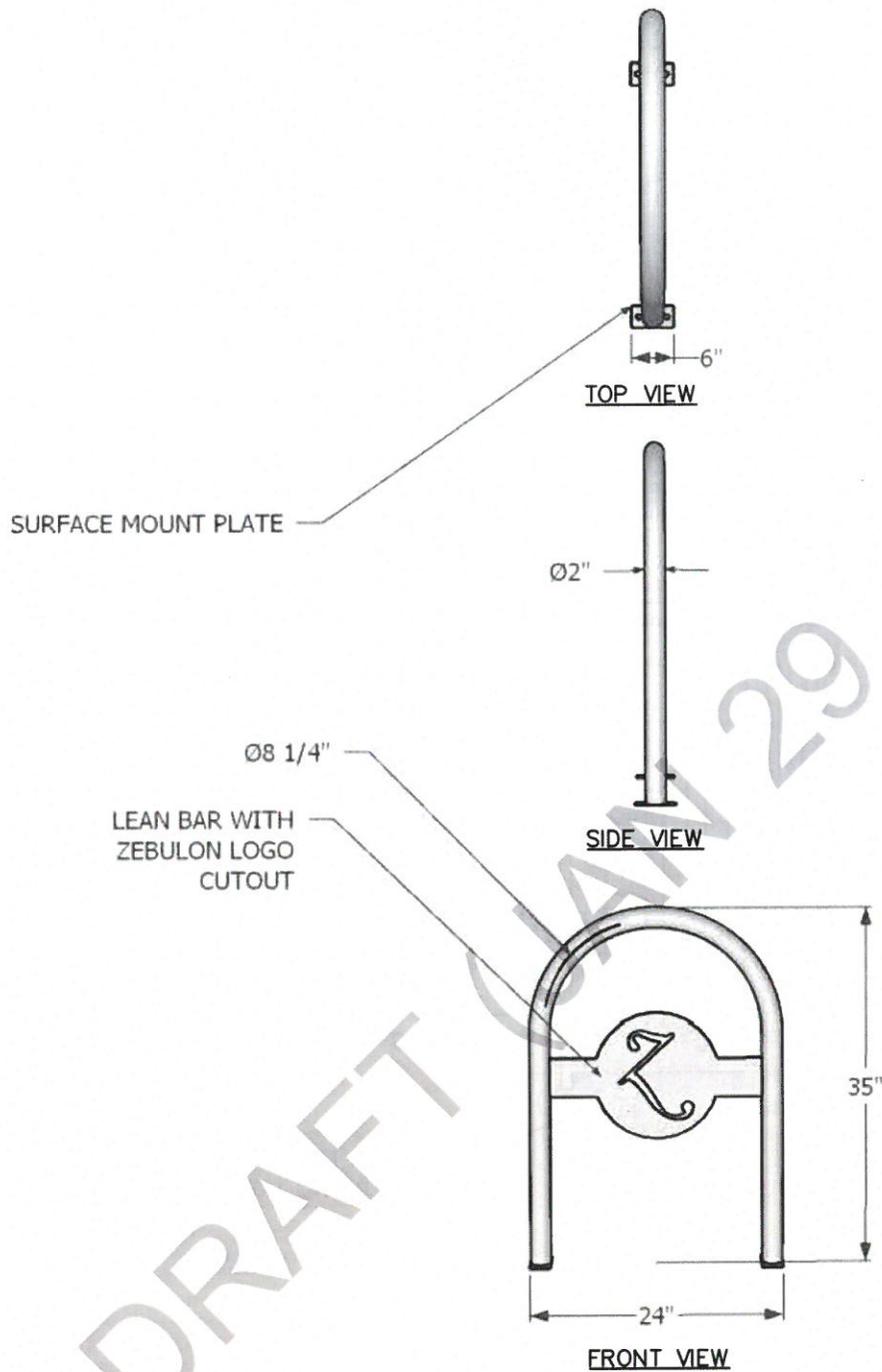


TOWN OF ZEBULON

STANDARD GREENWAY BENCH

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:	DETAIL #
NOT TO SCALE	G1
DATE:	SHEET #
	1 OF 1



NOTES:

1. PRODUCT SHOWN IS DERO HOOP RACK.
2. ACCEPTABLE ALTERNATIVE PRODUCTS INCLUDE:
 - DUMOR BIKE RACK 83
 - VICTOR STANLEY BIKE RACK BRWS-101



TOWN OF ZEBULON

**STANDARD GREENWAY
BIKE RACK**

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:

NOT TO SCALE

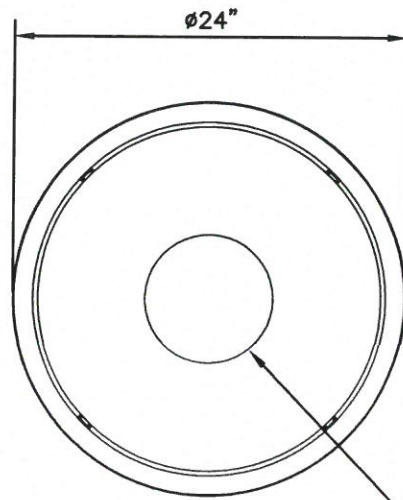
DATE:

DETAIL #

G2

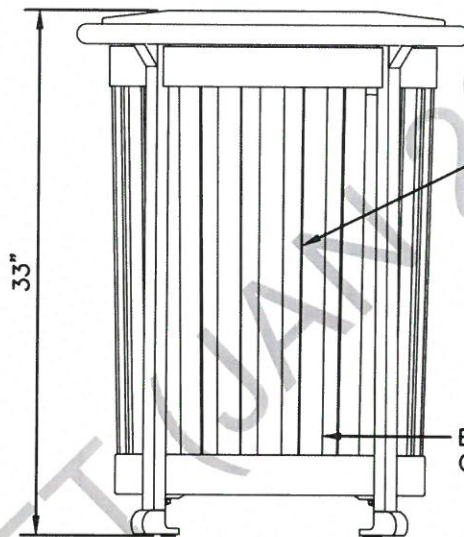
SHEET #

1 OF 1



TOP VIEW

Ø5" OPENING.
LIFT AND TURN LID TO EMPTY



FRONT VIEW

VERTICAL STRAP
BASKET INSERT

BLACK POWDER
COATING

SURFACE MOUNT.
7/16" MOUNTING HOLES

NOTES:

1. PRODUCT SHOWN IS LANDSCAPEFORMS SCARBOROUGH TRASH RECEPTACLE.
2. ACCEPTABLE ALTERNATIVE PRODUCTS INCLUDE:
 - VICTOR STANLEY TRASH RECEPTACLE SD-42
 - DUMOR TRASH RECEPTACLE 157



TOWN OF ZEBULON

**STANDARD GREENWAY
TRASH RECEPTACLE**

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:

NOT TO SCALE

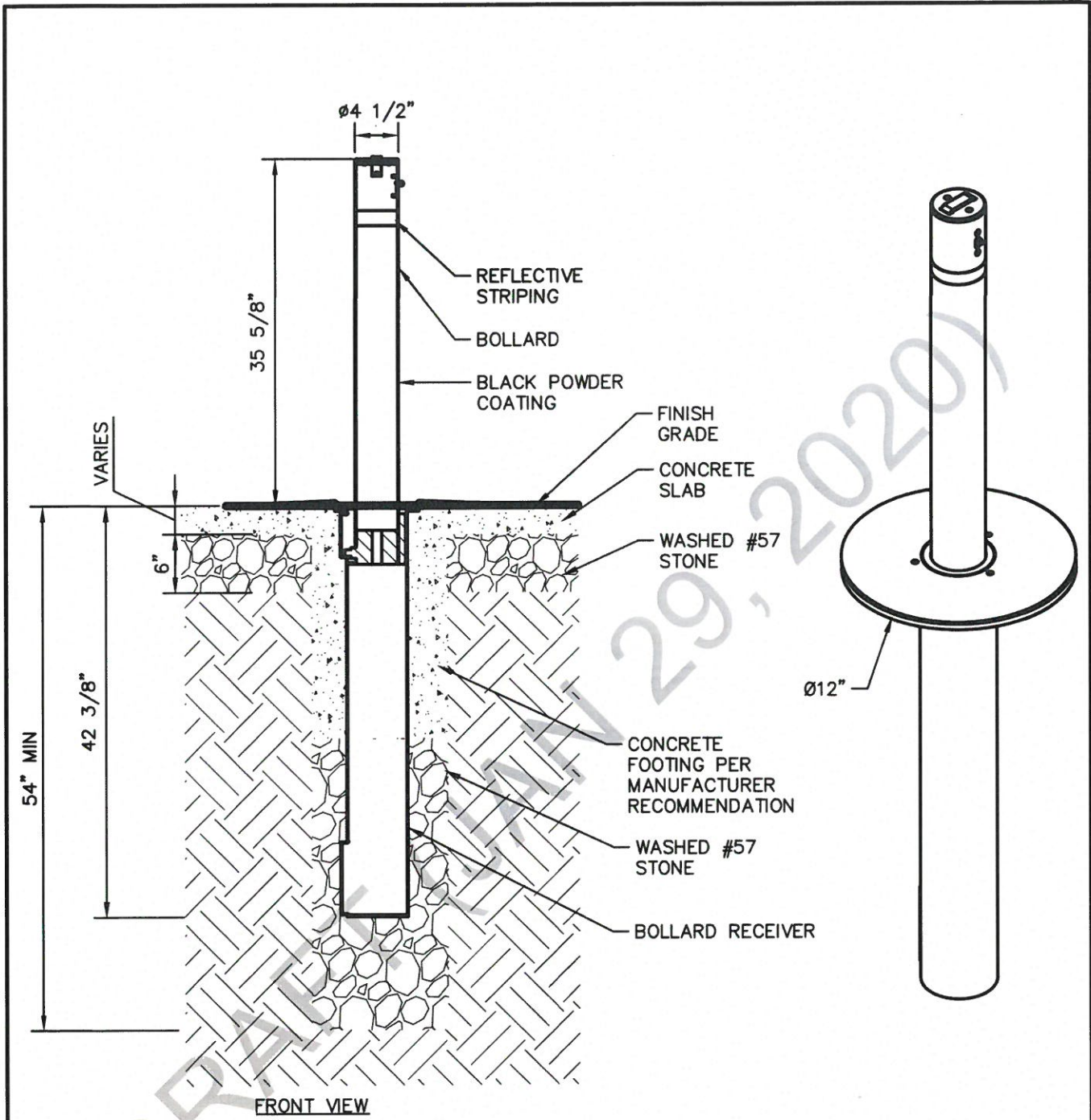
DATE:

DETAIL #

G3

SHEET #

1 OF 1



FRONT VIEW

- NOTES:
1. PRODUCT SHOWN IS RELIANCE FOUNDRY BOLLARD R-8472-RA.
 2. ACCEPTABLE ALTERNATIVE PRODUCTS INCLUDE:
 - POST GUARD 8" RETRACTABLE BOLLARD
 - AMERISTAR SECURITY RETRACTABLE MANUAL BOLLARD

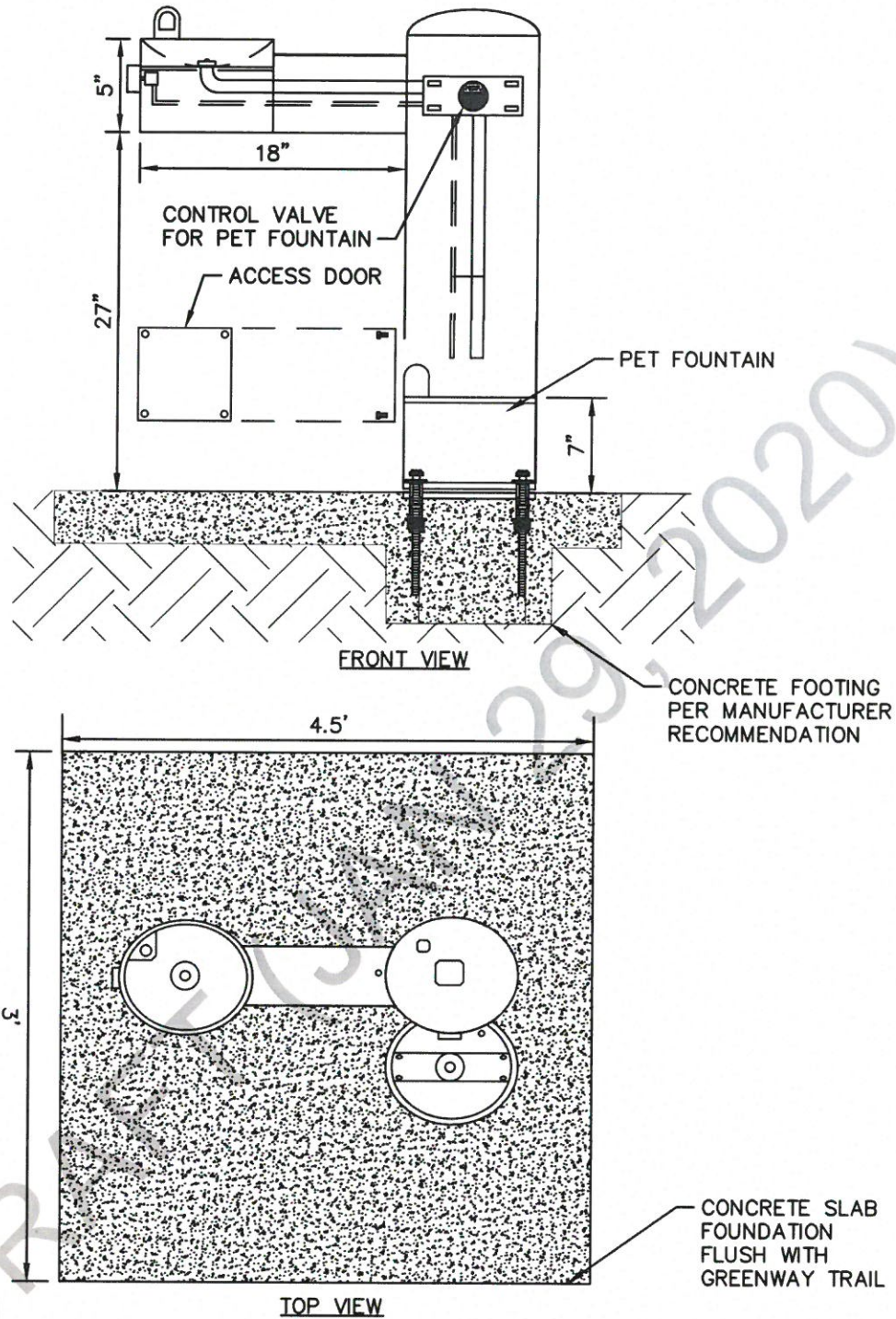


TOWN OF ZEBULON

STANDARD RETRACTABLE GREENWAY BOLLARD

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:	DETAIL #
NOT TO SCALE	G4
DATE:	SHEET #
	1 OF 1



NOTES:

1. PRODUCT SHOWN IS MOST DEPENDABLE FOUNTAINS MODEL 410SM WITH PET FOUNTAIN.
2. ACCEPTABLE ALTERNATIVE PRODUCTS INCLUDE:
 - ELKAY BI-LEVEL PEDESTAL WATER FOUNTAIN WITH PET STATION LK4420DB
 - MURDOCK WATER FOUNTAIN GRM45
3. PLUMBING CONNECTIONS TO BE DETERMINED ON A CASE BY CASE BASIS.

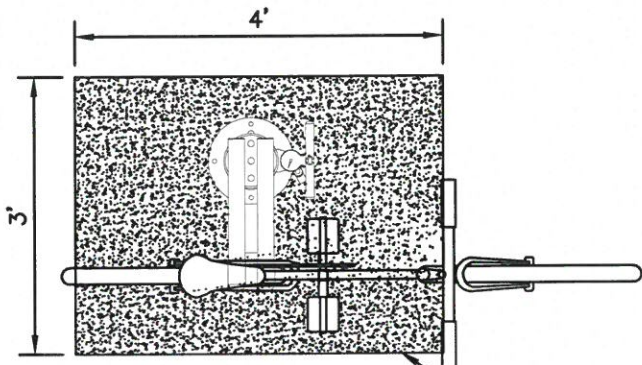


TOWN OF ZEBULON

STANDARD GREENWAY WATER FOUNTAIN

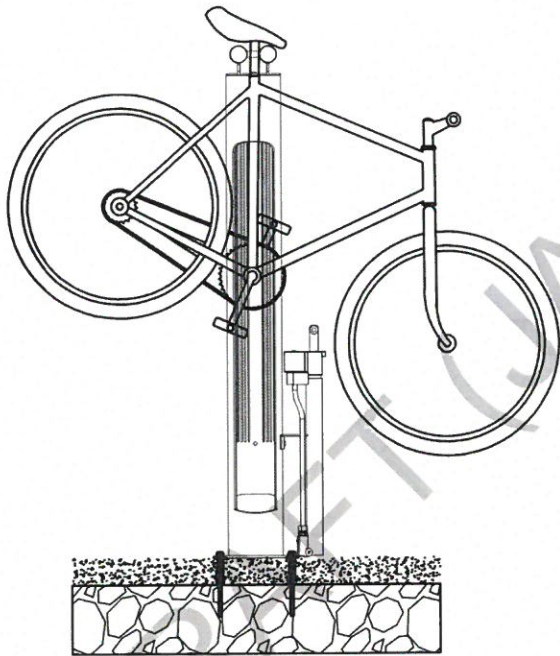
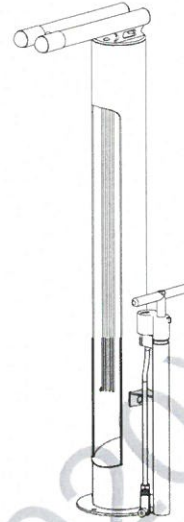
USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:	DETAIL #
NOT TO SCALE	G5
DATE:	SHEET #
	1 OF 1

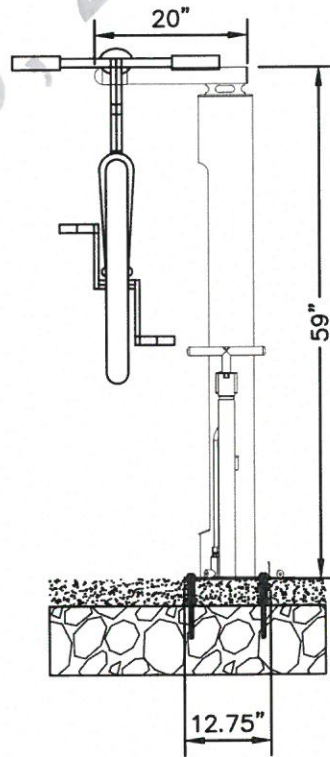


TOP VIEW

CONCRETE SLAB FOUNDATION FLUSH WITH GREENWAY TRAIL



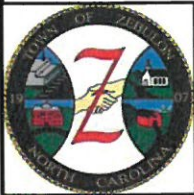
FRONT VIEW



SIDE VIEW

NOTES:

1. PRODUCT SHOWN IS DERO FIXIT BIKE STATION WITH AIR KIT
2. ACCEPTABLE ALTERNATIVE PRODUCTS INCLUDE:
 - SARIS PUBLIC WORK STAND
 - TREETOP ULTIMATE BIKE REPAIR STATION & STAINLESS STEEL BIKE PUMP



TOWN OF ZEBULON

STANDARD GREENWAY BIKE REPAIR STATION

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:

NOT TO SCALE

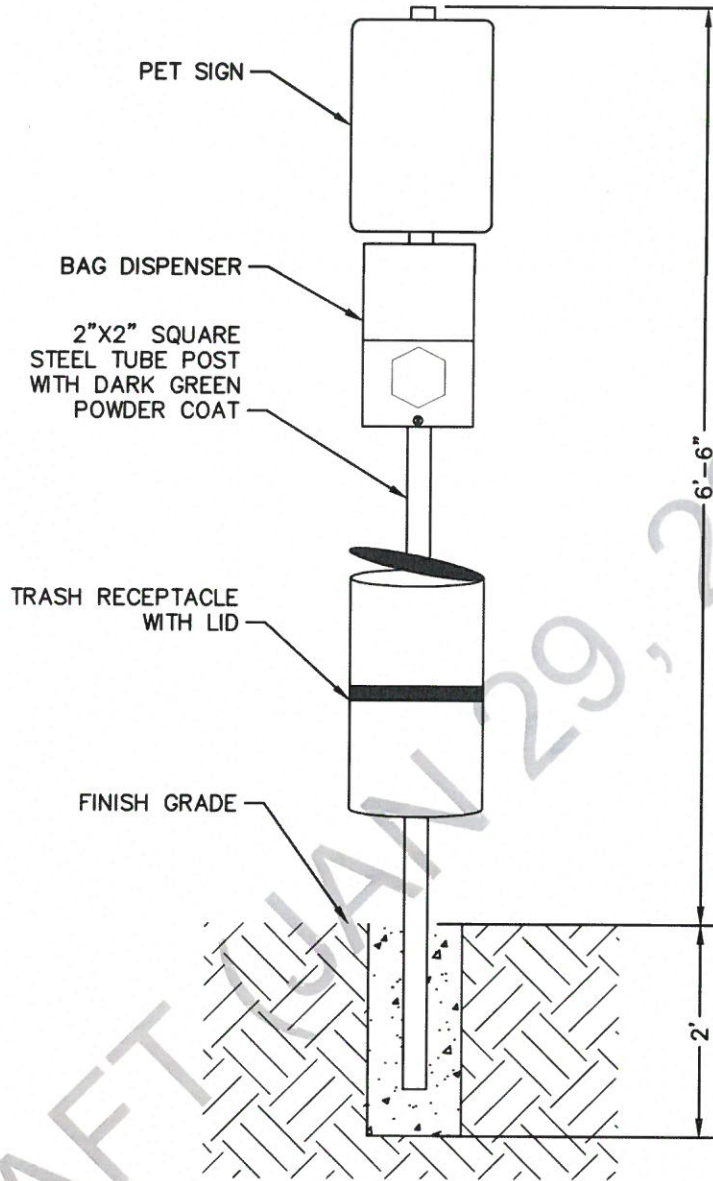
DATE:

DETAIL #

G6

SHEET #

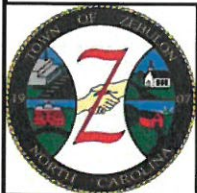
1 OF 1



FRONT VIEW

NOTES:

1. PRODUCT SHOWN IS DOGIPOT ALUMINUM HEADER PAK PET STATION.
2. ACCEPTABLE ALTERNATIVE PRODUCTS INCLUDE:
 - DOG WASTE DEPOT WASTE STATION DEPOT-006-B
 - MUTTMITT DOG WASTE STATION 1005



TOWN OF ZEBULON

**STANDARD GREENWAY
PET WASTE STATION**

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:
NOT TO SCALE

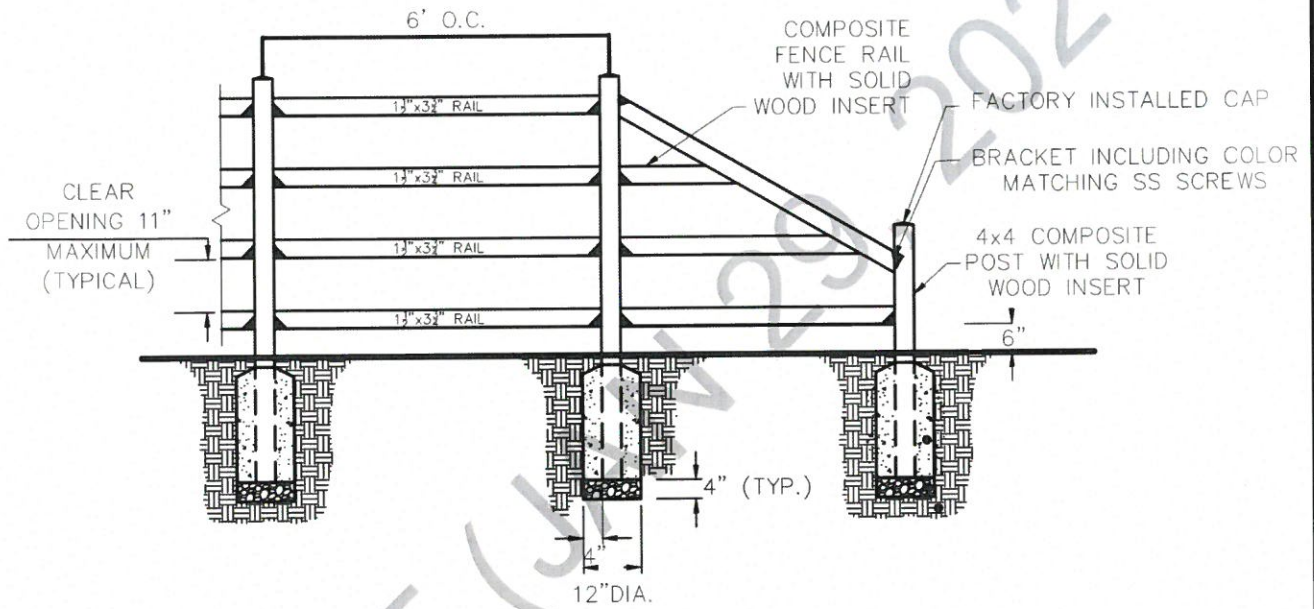
DATE:

DETAIL #

G7

SHEET #

1 OF 1

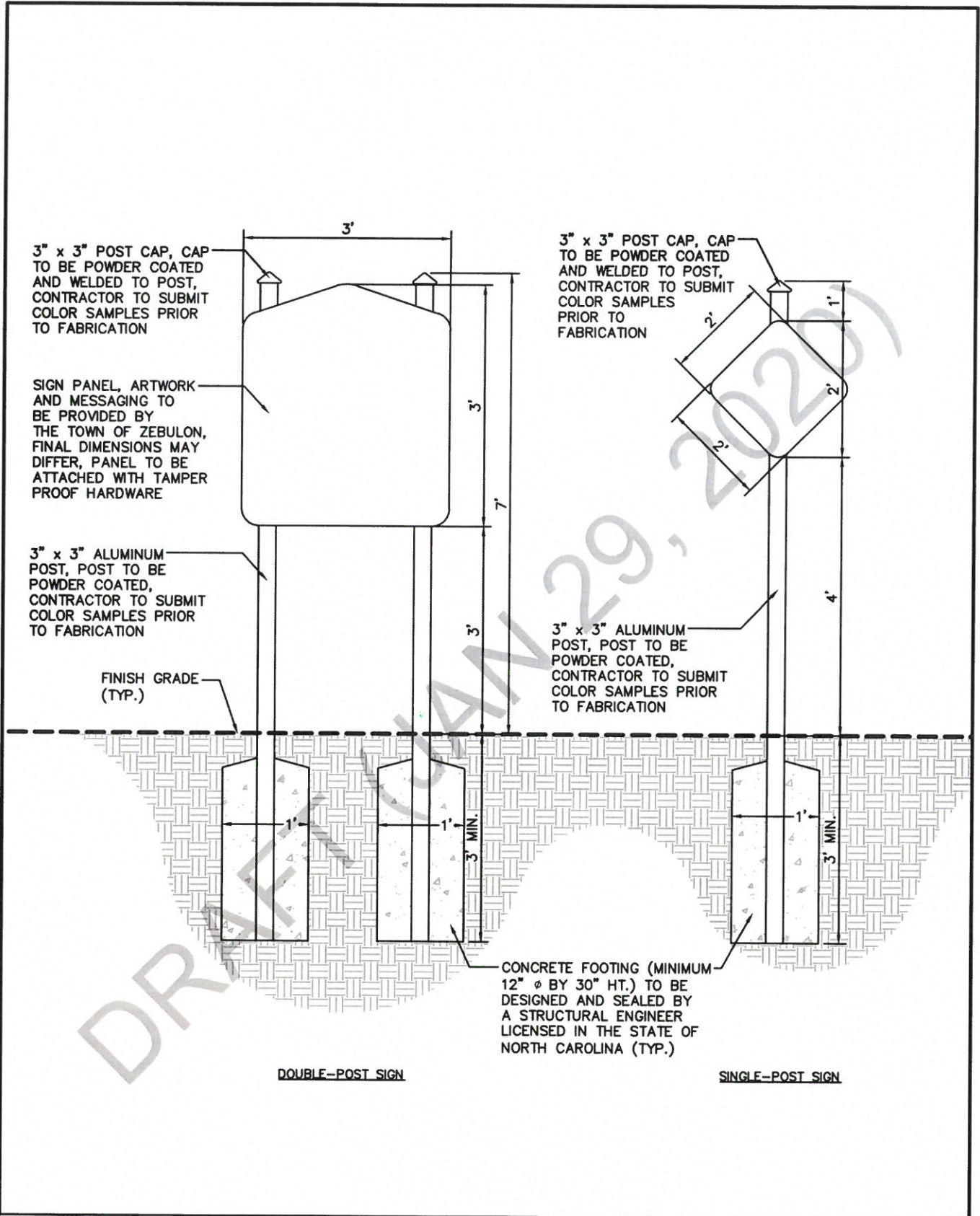


TOWN OF ZEBULON

**STANDARD GREENWAY
TAPERED SAFETY FENCE**

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:	DETAIL #
NOT TO SCALE	G8
DATE:	SHEET #
	1 OF 1



TOWN OF ZEBULON

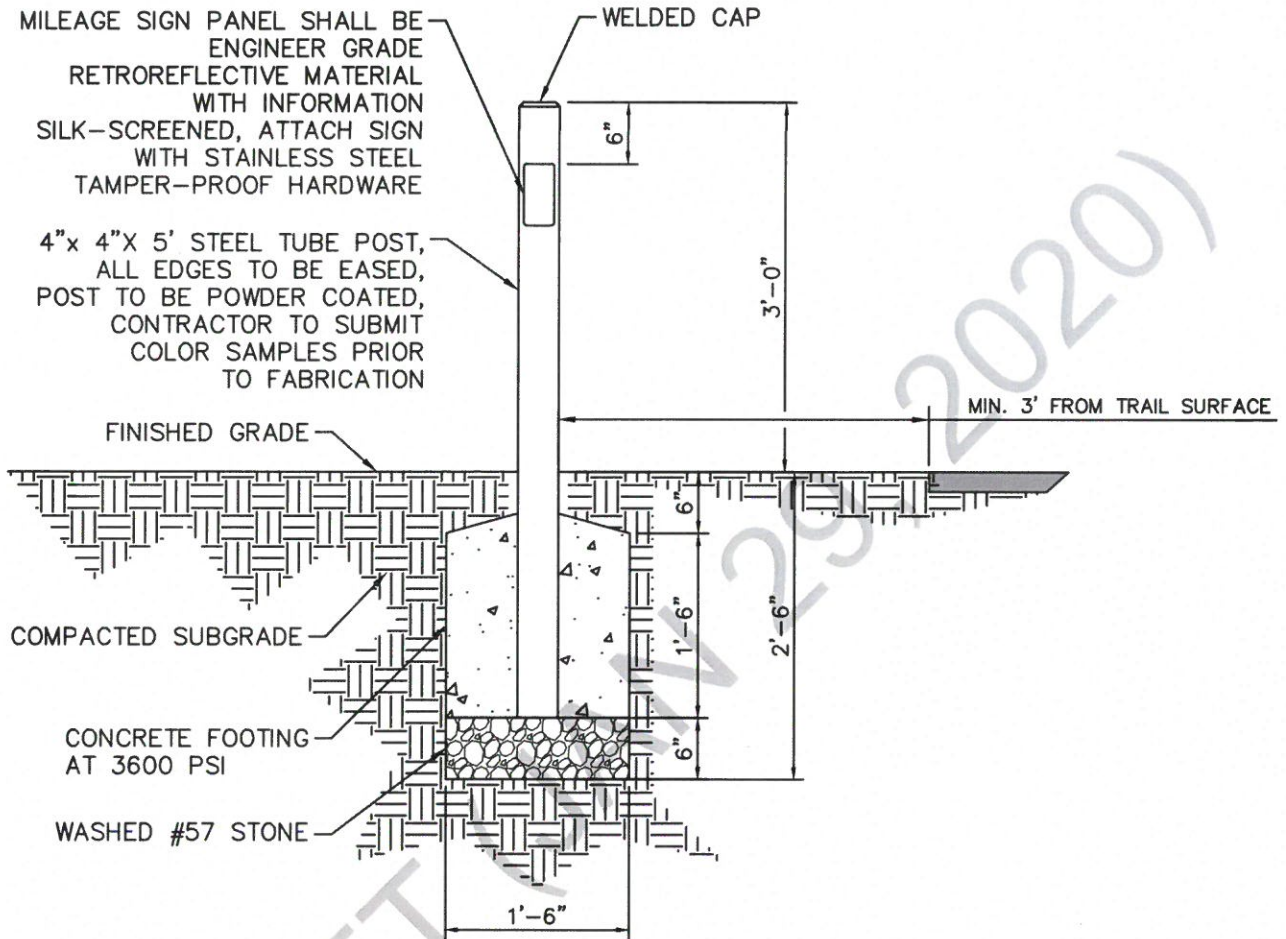
STANDARD GREENWAY SIGNAGE AND WAYFINDING

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE: NOT TO SCALE
DATE:

DETAIL # G9
SHEET #

1 OF 1



NOTES:

1. TOWN SHALL COORDINATE WITH OVERALL GREENWAY/TRAILS MASTER PLAN FOR LOCATION AND MAPPING OF MILE MARKERS. MILE MARKERS SHALL BE PLACES AT $\frac{1}{4}$ MILE INCREMENTS ALONG THE TRAIL.
2. TOWN SHALL COORDINATE WITH POST MANUFACTURER TO DETERMINE SIGN PANEL DESIGN AND DIMENSIONS.



TOWN OF ZEBULON

**STANDARD GREENWAY
MILE MARKER POST**

USE WITH STANDARD SPECIFICATIONS ONLY

SCALE:

NOT TO SCALE

DATE:

DETAIL #

G10

SHEET #

1 OF 1

Town of Zebulon

Parks & Recreation Advisory Board Training

August 19, 2019

6:00 pm

PURPOSE

This orientation is to help identify and clarify the roles and responsibilities of the Board, Commission and Committee Members.

The process will help with communication and the structure to show how board members acquire the skills and knowledge they need to be effective leaders. Be prepared to meet new challenges and at the same time do a lot of good work.

OPEN MEETING LAW

"The goal of government transparency is at the heart of the Open Meetings Law. All meetings of public bodies and decision making by public bodies must be conducted openly to give meaning to the state's official policy that government operations are the people's business."

"Public body" is a broad term that includes any authority, board, commission, committee, council or other body of state or local government that has at least two members and carries out one of five functions: legislative, policy-making, quasi-judicial, administrative or advisory. The law covers both elected and appointed boards and commission.

The Planning Commission, Board of Adjustment, Parks Recreation and Cultural Resources and Senior Citizens Advisory Committees are all appointed by the Town Council and therefore considered a public body. All meetings are open to the public and notice must be given 48 hours prior to all meetings. Agenda and minutes are prepared and you will have staff support and Town resources as needed. A quorum is needed to conduct business; a quorum is more than half of the membership. Boards Committees and Commissions may gather informally or socially without constituting an open meeting.

Open Meetings Law is covered under N.C.G.S 143-318.9. Please contact Lisa Markland, the Town Clerk at lmarkland@townofzebulon.org for questions.

PUBLIC RECORDS IN NORTH CAROLINA

North Carolina's public records law provides a broad right of access to records of public agencies. The main statutes that define the scope of the law are contained in Chapter 132 of the North Carolina General Statutes.

The following list provides a summary of some of the most important basic concepts for understanding the law.

- The law applies to records made or received in connection with the transaction of public business.
- The law applies to all types of state and local government agencies, and all types of records, including paper and electronic records, recordings, films, videos, and photographs.
- A record that falls within the scope of the statute is subject to public access unless an exception provides otherwise.
- Personal records (not related to the transaction of public business) are not public records, even if they are created using government resources.
- Records related to the transaction of public business are public, even if they are created using private resources.
- The right of access includes the right to inspect and obtain copies (although a few specific provisions limit some element of access for particular types of records).
- Anyone can request access; the right is not limited to citizens or constituents of the agency.
- State law limits a public agency's authority to charge for providing access to records, in most cases allowing a charge only for the actual cost of the paper or other medium, if any, on which copies are provided.
- Requirements for retention of public records are governed by rules promulgated by the State Division of Archives and History, Government Records Branch. These rules apply based on the content, not the form of the record. For example, there is no general rule for retention of email. Instead, the requirements for email records will vary depending on the content of the email.

COMMENTS ON ETHICS FOR ADVISORY BOARD MEMBERS

“Ethics” basically means “a set of moral principles.” There has always been a general feeling that municipal officials should act in an ethical fashion, including that officials should strive to do what is right for the whole town and not just what is good for a person or group, that officials should not take bribes, trade favors for election support, or engage in transactions which will benefit an official or an official’s family member (generally called “conflicts of interest”) and that officials should not discriminate on racial or other inappropriate grounds.

Of these various ethical issues, “conflicts of interest” are the most likely to occur from time to time. When faced with a potential conflict of interest, an official should (1) avoid voting in a fashion which produces inappropriate personal or family benefits, (2) disclose the potential conflict to all others involved in the decision, and (3) sometimes “recuse” himself or herself (i.e., don’t vote or otherwise act on the particular issue.)

In 2012, the State legislature enacted a law requiring the governing boards of counties, municipalities, school boards, and a few other agencies to adopt a code of ethics addressing the following areas:

- (1) The need to obey all applicable laws regarding official actions taken as a board member.
- (2) The need to uphold the integrity and independence of the board member’s office.
- (3) The need to avoid impropriety in the exercise of the board member’s official duties.
- (4) The need to faithfully perform the duties of the office.
- (5) The need to conduct the affairs of the governing board in an open and public manner, including complying with all applicable laws governing open meetings and public records.

The Zebulon Board of Commissioners has adopted an ethics code addressing the five items above. All advisory board members should follow general principles of the code of ethics where applicable.

INFORMATION

The Town's website, townofzebulon.org, is a good place to go for Town information. On the website, you can find information pertaining to the Town, listings for Town- sponsored events and meetings, and links to the Town's social media accounts. The Town is active on Facebook, Twitter, and Instagram.

There is also a portal to the "Report a Concern" that enables you to report things that may need Town attention—for example, potholes, code violations or maintenance issues in Town parks and other Town-maintained property.

Staff is designing a page on our website for (e-notifications) for signing up to receive the Town news releases, eblasts as well as the ability to sign-up for ReadyWake and Everbridge. This will be completed in the near future.

The Town, in conjunction with the nonprofit PEG Media Partners, has a public, governmental and educational channel on Spectrum cable (channel 11). Town Board meetings are broadcast on the channel along with other Town and Wake County government productions. Board meetings and other Town productions such as Public Service Announcements (PSA) also can be watched on demand at townofzebulon.org or on YouTube, <https://www.youtube.com/channel/UCMtWo9Bq3d949DgCoS4EMiA>.

ROLES AND RESPONSIBILITIES

PARKS & RECREATION ADVISORY BOARD

The Parks, Recreation Advisory Board consists of seven regular members. The Parks and Recreation Advisory Board provides recommendations to the Staff and the Town Board on matters pertaining to recreation plans, services, facilities and fee policies.

- **Appointment Process** – Applicants submit an application of interest, which is reviewed by the Board and appointments are made at a regular meeting of the Board of Commissioners.
- **Terms** – 3 year staggered
- **Residency Requirement** – Must reside in the Town limits or ETJ
- **Meets** –Third Monday of each month at 6:00 p.m. at Zebulon Community Center, on an as needed basis

STAFF LIAISONS BOARDS & COMMISSIONS

Parks & Recreation Advisory Board

Staff Liaison – Sheila Long – Parks & Recreation Director or their designee

919-823-1814 slong@townofzebulon.org

General Role of Staff Liaison

The staff liaison is not included in the board's membership for quorum purposes and does not deliberate or vote on matters before the board.

Staff liaison shall work with the Parks & Recreation Advisory Board to guide them through the process of what is occurring within the department currently and coming in the future. They will present items for review and obtain input that can then be shared with the public or Board of Commissioners, if necessary.

Staff Liaison Duties

- Provide professional advice and guidance to the Board
- Support the functions of the Board's meetings and activities
- Educate and update Board on relevant Town initiatives and activities

TOWN OF ZEBULON MEETING RULES AND PROCEDURES

The Town has followed the "Suggested Rules of Procedure for Small Local Government Boards"; third edition by A. Fleming Bell, II as the Rules of Procedure for the Town Board. The following Rules are taken in part and some parts are in addition to the book in order to outline, clarify and condense the most common Board actions and practices.

During the course of public meetings, Board Members should conduct themselves with professionalism and show courtesy to fellow Board Members and staff, other Town representatives and the public. At meetings, Board Members should approach disagreements in a positive fashion. Once a decision is reached by a majority of the Advisory Board Members, the minority should respect and honor the decision. Outside of public meetings, Board Members should avoid public acts or comments that criticize the Town, the Town staff or its processes.

1. Regular Meetings

The Advisory Board holds regular meetings on the third Monday of each month at a time and place to be set by staff. Meetings will be on an as needed basis.

2. Special and Recessed Meetings

(a) Special Meetings. A special meeting may be called on rare occasions that there is a topic the Board needs to address sooner than their next meeting. It must be called and advertised at least 48 hours before a special meeting is held. A written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to each PR Advisory Board member or left at his or her usual dwelling place; (2) posted on the principal bulletin board where all meeting agenda's and notices are posted, or if none, at the door of the Board's usual meeting place; and (3) delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. Only those items of business specified in the notice may be transacted at a special meeting.

(b) Recessed Meetings. A properly called regular or special meeting may be recessed by motion made and adopted in open session during a regular or special meeting. The motion shall state the date, time and place when the meeting will reconvene. No further notice need be given of a recessed session of a properly called regular or special meeting.

3. Organizational Meeting

On the date and time of the first regular meeting following appointments the chair and vice chair are elected. Election are done by nomination and a majority vote of the Advisory Board members.

4. Agenda

Proposed Agenda. The staff liaison shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received a minimum of seven days prior to the meeting in which the matter is to appear. The goal is to avoid last minute items that may require Town staff to gather details or information that bears on the recommend to be made.

An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. The Advisory Board members shall receive a copy of the proposed agenda and the agenda package. Once received the agenda shall be available for public inspection and distribution.

The agenda must be adopted by motion and vote.

Order of Business on an Agenda

Items shall be placed on the agenda according to the Order of Business. The Order of Business for each regular meeting is as follows.

Call to Order: The person who presides will always begin the meeting at the appointed time with a quorum present.

Adoption of Agenda: As its first order of business at each regular meeting, the Advisory Board shall discuss any proposed revisions to the agenda and adopt an agenda for the meeting by motion and vote.

Old Business

Any business that has been presented or discussed previously will be any item of old business.

New Business

Any topic that has never been presented or discussed by the Advisory Board will be considered new business and discussed after all old business is completed.

Staff Reports: Staff within the Parks & Recreation Department share what has been occurring in their area of responsibility.

Adjournment

NOTE: There can be other pieces of business on an agenda, but this is the basics of what an agenda will look like for each meeting.

5. Duty to Vote

Every member must vote unless excused, on grounds allowed by law, by the remaining members according to law. A member who wishes to be excused from voting shall so inform the staff liaison and explain why they believe they should be excused. No member shall be excused from voting except upon matters involving the consideration of his or her own direct financial interest or official conduct, or where the member is unable to be fair and impartial on a matter.

The Board member desiring to be excused from voting is required to make this request in an open meeting and state the grounds on which they believe they should be excused. To be excused from voting a motion must be made and passed by a majority vote of the Board present. In all other cases, a failure to vote by a member who is physically present at the meeting or who has withdrawn without being excused by a majority vote of the remaining members present shall be *recorded as an affirmative vote*.

The Chair and Vice Chair have the same voting rights and requirements as all others.

6. Quorum

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who is withdrawn from a meeting without being excused by majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

7. Minutes

Full and accurate minutes of the Advisory Board proceedings shall be kept and shall be open to the inspection of the public. The results of each vote shall be recorded in the minutes with the "aye" and "nay" on all questions shall be taken. At the request of any member of the Board, the vote of each Board Member can be announced.

8. Roles of Chair and Vice Chair

The role of the **Chair** is to lead the meeting and keep it progressing. The chair will call the meeting order and move from each section of the agenda asking for staff reports, discussion and votes on all areas within the agenda.

The chair is also responsible to keep the order in a meeting when discussions might be getting heated between Board Members or those in the audience are speaking out of turn.

The role of the **Vice Chair** is to serve in the absence of the Chair and guide the meeting according in the same manner as the Chair.

The Chair and Vice Chair have the same voting privileges as all other members.

NOTE: Those in the audience or in attendance do not have the right to speak on at an Advisory Board meeting.

9. Attendance

All members are expected to be in attendance at meetings. The Board of Commissioners has adopted an ordinance that sets attendance requirements for all appointed boards. A member of any appointed board can be removed for missing three (3) consecutive meetings or is not in attendance for 70% of the meetings in a 12 month period.

If a Board Member cannot be at a meeting, it is their responsibility to let staff know in a timely manner that they will not be in attendance.

10. Resignation

If a Board Member is unable to fulfill their duties as a member of the Parks & Recreation Advisory Board and must resign, all resignations must be done in writing and submitted to the Staff Liaison immediately.

If a Board Members moves outside of the Town of Zebulon ETJ they must resign immediately.

11. Compensation and Expenses

There is no compensation for serving as a member of the Parks & Recreation Advisory Board. All Board members are volunteers that the Town is very grateful for their willingness to be of service.

The Parks & Recreation Advisory Board and its members have no authority to obligate the Town to or to incur any type of debt on behalf of the Town.

12. Speaking on Behalf of the Town

No member of the Advisory Board has the right to speak on behalf of the Town unless expressly requested to do so by the Town Manager or their designee.

To participate in a meeting, a person must be physically present and able to conduct business at said meeting.

Participating electronically is prohibited at any advisory board meeting.

Article 33C.

Meetings of Public Bodies.

§ 143-318.9. Public policy.

Whereas the public bodies that administer the legislative, policy-making, quasi-judicial, administrative, and advisory functions of North Carolina and its political subdivisions exist solely to conduct the people's business, it is the public policy of North Carolina that the hearings, deliberations, and actions of these bodies be conducted openly. (1979, c. 655, s. 1.)

§ 143-318.10. All official meetings of public bodies open to the public.

(a) Except as provided in G.S. 143-318.11, 143-318.14A, and 143-318.18, each official meeting of a public body shall be open to the public, and any person is entitled to attend such a meeting.

(b) As used in this Article, "public body" means any elected or appointed authority, board, commission, committee, council, or other body of the State, or of one or more counties, cities, school administrative units, constituent institutions of The University of North Carolina, or other political subdivisions or public corporations in the State that (i) is composed of two or more members and (ii) exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function. In addition, "public body" means the governing board of a "public hospital" as defined in G.S. 159-39 and the governing board of any nonprofit corporation to which a hospital facility has been sold or conveyed pursuant to G.S. 131E-8, any subsidiary of such nonprofit corporation, and any nonprofit corporation owning the corporation to which the hospital facility has been sold or conveyed.

(c) "Public body" does not include (i) a meeting solely among the professional staff of a public body, or (ii) the medical staff of a public hospital or the medical staff of a hospital that has been sold or conveyed pursuant to G.S. 131E-8.

(d) "Official meeting" means a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of this Article.

(e) Every public body shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to G.S. 143-318.11. Such minutes may be in written form or, at the option of the public body, may be in the form of sound or video and sound recordings. When a public body meets in closed session, it shall keep a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. Such accounts may be a written narrative, or video or audio recordings. Such minutes and accounts shall be public records within the meaning of the Public Records Law, G.S. 132-1 et seq.; provided, however, that minutes or an account of a closed session conducted in compliance with G.S. 143-318.11 may be withheld from

public inspection so long as public inspection would frustrate the purpose of a closed session. (1979, c. 655, s. 1; 1985 (Reg. Sess., 1986), c. 932, s. 4; 1991, c. 694, ss. 1, 2; 1993 (Reg. Sess., 1994), c. 570, s. 1; 1995, c. 509, s. 135.2(p); 1997-290, s. 1; 1997-456, s. 27; 2011-326, s. 8.)

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be

considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
 - (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
 - (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
 - (10) To view a recording released pursuant to G.S. 132-1.4A.
- (b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) **Calling a Closed Session.** – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)

§ 143-318.12. Public notice of official meetings.

(a) If a public body has established, by ordinance, resolution, or otherwise, a schedule of regular meetings, it shall cause a current copy of that schedule, showing the time and place of regular meetings, to be kept on file as follows:

- (1) For public bodies that are part of State government, with the Secretary of State;
- (2) For the governing board and each other public body that is part of a county government, with the clerk to the board of county commissioners;
- (3) For the governing board and each other public body that is part of a city government, with the city clerk;
- (4) For each other public body, with its clerk or secretary, or, if the public body does not have a clerk or secretary, with the clerk to the board of county commissioners in the county in which the public body normally holds its meetings.

If a public body changes its schedule of regular meetings, it shall cause the revised schedule to be filed as provided in subdivisions (1) through (4) of this subsection at least seven calendar days before the day of the first meeting held pursuant to the revised schedule.

(b) If a public body holds an official meeting at any time or place other than a time or place shown on the schedule filed pursuant to subsection (a) of this section, it shall give public notice of the time and place of that meeting as provided in this subsection.

(1) If a public body recesses a regular, special, or emergency meeting held pursuant to public notice given in compliance with this subsection, and the time and place at which the meeting is to be continued is announced in open session, no further notice shall be required.

(2) For any other meeting, except an emergency meeting, the public body shall cause written notice of the meeting stating its purpose (i) to be posted on the principal bulletin board of the public body or, if the public body has no such bulletin board, at the door of its usual meeting room, and (ii) to be mailed, e-mailed, or delivered to each newspaper, wire service, radio station, and television station that has filed a written request for notice with the clerk or secretary of the public body or with some other person designated by the public body. The public body shall also cause notice to be mailed, e-mailed, or delivered to any person, in addition to the representatives of the media listed above, who has filed a written request with the clerk, secretary, or other person designated by the public body. This notice shall be posted and mailed, e-mailed, or delivered at least 48 hours before the time of the meeting. The notice required to be posted on the principal bulletin board or at the door of its usual meeting room shall be posted on the door of the building or on the building in an area accessible to the public if the building containing the principal bulletin board or usual meeting room is closed to the public continuously for 48 hours before the time of the meeting. The public body may require each newspaper, wire service, radio station, and television station submitting a written request for notice to renew the request annually. The public body shall charge a fee to persons other than the media, who request notice, of ten dollars (\$10.00) per calendar year, and may require them to renew their requests quarterly. No fee shall be charged for notices sent by e-mail.

(3) For an emergency meeting, the public body shall cause notice of the meeting to be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request, which includes the newspaper's, wire service's, or station's telephone number, for emergency notice with the clerk or secretary of the public body or with some other person designated by the public body. This notice shall be given either by e-mail, by telephone, or by the same method used to notify the members of the public body and shall be given immediately after notice has been given to those members. This notice shall be given at the expense of the party notified. Only business connected with the emergency may be considered at a meeting to which notice is given pursuant to this paragraph.

(c) Repealed by Session Laws 1991, c. 694, s. 6.

(d) If a public body has a Web site and has established a schedule of regular meetings, the public body shall post the schedule of regular meetings to the Web site.

(e) If a public body has a Web site that one or more of its employees maintains, the public body shall post notice of any meeting held under subdivisions (b)(1) and (b)(2) of this section prior to the scheduled time of that meeting.

(f) For purposes of this section, an "emergency meeting" is one called because of generally unexpected circumstances that require immediate consideration by the public body. (1979, c. 655, s. 1; 1991, c. 694, ss. 5, 6; 2009-350, s. 1.)

§ 143-318.13. Electronic meetings; written ballots; acting by reference.

(a) **Electronic Meetings.** – If a public body holds an official meeting by use of conference telephone or other electronic means, it shall provide a location and means whereby members of the public may listen to the meeting and the notice of the meeting required by this Article shall specify that location. A fee of up to twenty-five dollars (\$25.00) may be charged each such listener to defray in part the cost of providing the necessary location and equipment.

(b) **Written Ballots.** – Except as provided in this subsection or by joint resolution of the General Assembly, a public body may not vote by secret or written ballot. If a public body decides to vote by written ballot, each member of the body so voting shall sign his or her ballot; and the minutes of the public body shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the clerk or secretary to the public body immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

(c) **Acting by Reference.** – The members of a public body shall not deliberate, vote, or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the public body to understand what is being deliberated, voted, or acted upon. However, this subsection does not prohibit a public body from deliberating, voting, or otherwise taking action by reference to an agenda, if copies of the agenda, sufficiently worded to enable the public to understand what is being deliberated, voted, or acted upon, are available for public inspection at the meeting. (1979, c. 655, s. 1.)

§ 143-318.14. Broadcasting or recording meetings.

(a) Except as herein below provided, any radio or television station is entitled to broadcast all or any part of a meeting required to be open. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.

(b) A public body may regulate the placement and use of equipment necessary for broadcasting, photographing, filming, or recording a meeting, so as to prevent undue interference with the meeting. However, the public body must allow such equipment to be placed within the meeting room in such a way as to permit its intended use, and the ordinary use of such equipment shall not be declared to constitute undue interference; provided, however, that if the public body, in good faith, should determine that the size of the meeting room is such that all the members of the public body, members of the public present, and the equipment and personnel necessary for broadcasting, photographing, filming, and tape-recording the meeting cannot be accommodated in the meeting room without unduly interfering with the meeting and an adequate alternative meeting room is not readily available, then the public body, acting in good faith and consistent with the purposes of this Article, may require the pooling of such equipment and the personnel operating it; and provided further, if the news media, in order to facilitate news coverage, request an alternate site for the meeting, and the public body grants the request, then the news media making such

request shall pay any costs incurred by the public body in securing an alternate meeting site. (1979, c. 655, s. 1.)

§ 143-318.14A. Legislative commissions, committees, and standing subcommittees.

(a) Except as provided in subsection (e) below, all official meetings of commissions, committees, and standing subcommittees of the General Assembly (including, without limitation, joint committees and study committees), shall be held in open session. For the purpose of this section, the following also shall be considered to be "commissions, committees, and standing subcommittees of the General Assembly":

- (1) The Legislative Research Commission;
- (2) The Legislative Services Commission;
- (3) Repealed by Session Laws 2006-203, s. 93, effective July 1, 2007, and applicable to the budget for the 2007-2009 biennium and each subsequent biennium thereafter.
- (4) Repealed by Session Laws 2011-291, s. 2.50, effective June 24, 2011;
- (5) The Joint Legislative Commission on Governmental Operations;
- (6) The Joint Legislative Commission [Committee] on Local Government;
- (7) Repealed by Session Laws 1997, c. 443, s. 12.30, effective August 28, 1997.
- (8) Repealed by Session Laws 2011-291, s. 2.50, effective June 24, 2011;
- (9) The Environmental Review Commission;
- (10) The Joint Legislative Transportation Oversight Committee;
- (11) The Joint Legislative Education Oversight Committee;
- (12) Repealed by Session Laws 2011-266, s. 1.28(b), effective July 1, 2011 and Session Laws 2011-291, s. 2.50, effective June 24, 2011;
- (13) The Commission on Children with Special Needs;
- (14) Repealed by Session Laws 2011-291, s. 2.50, effective June 24, 2011;
- (15) The Agriculture and Forestry Awareness Study Commission; and
- (16) Repealed by Session Laws 2011-291, s. 2.50, effective June 24, 2011;
- (17) The standing Committees on Pensions and Retirement.

(b) Reasonable public notice of all meetings of commissions, committees, and standing subcommittees of the General Assembly shall be given. For purposes of this subsection, "reasonable public notice" includes, but is not limited to:

- (1) Notice given openly at a session of the Senate or of the House; or
- (2) Notice mailed or sent by electronic mail to those who have requested notice, and to the Legislative Services Office, which shall post the notice on the General Assembly web site.

G.S. 143-318.12 shall not apply to meetings of commissions, committees, and standing subcommittees of the General Assembly.

(c) A commission, committee, or standing subcommittee of the General Assembly may take final action only in an open meeting.

(d) A violation of this section by members of the General Assembly shall be punishable as prescribed by the rules of the House or the Senate.

(e) The following sections shall apply to meetings of commissions, committees, and standing subcommittees of the General Assembly: G.S. 143-318.10(e) and G.S. 143-318.11, G.S. 143-318.13 and G.S. 143-318.14, G.S. 143-318.16 through G.S.

143-318.17. (1991, c. 694, s. 7; 1991 (Reg. Sess., 1992), c. 785, s. 4; c. 1030, s. 42; 1993, c. 321, s. 169.2(f); 1997-443, s. 12.30; 2003-374, s. 1; 2006-203, s. 93; 2011-266, s. 1.28(b); 2011-291, s. 2.50.)

§ 143-318.15: Repealed by Session Laws 2006-203, s. 94, effective July 1, 2007, and applicable to the budget for the 2007-2009 biennium and each subsequent biennium thereafter.

§ 143-318.16. Injunctive relief against violations of Article.

(a) The General Court of Justice has jurisdiction to enter mandatory or prohibitory injunctions to enjoin (i) threatened violations of this Article, (ii) the recurrence of past violations of this Article, or (iii) continuing violations of this Article. Any person may bring an action in the appropriate division of the General Court of Justice seeking such an injunction; and the plaintiff need not allege or prove special damage different from that suffered by the public at large. It is not a defense to such an action that there is an adequate remedy at law.

(b) Any injunction entered pursuant to this section shall describe the acts enjoined with reference to the violations of this Article that have been proved in the action.

(c) Repealed by Session Laws 1985 (Reg. Sess., 1986), c. 932, s. 3, effective October 1, 1986. (1979, c. 655, s. 1; 1985 (Reg. Sess., 1986), c. 932, s. 3.)

§ 143-318.16A. Additional remedies for violations of Article.

(a) Any person may institute a suit in the superior court requesting the entry of a judgment declaring that any action of a public body was taken, considered, discussed, or deliberated in violation of this Article. Upon such a finding, the court may declare any such action null and void. Any person may seek such a declaratory judgment, and the plaintiff need not allege or prove special damage different from that suffered by the public at large. The public body whose action the suit seeks to set aside shall be made a party. The court may order other persons be made parties if they have or claim any right, title, or interest that would be directly affected by a declaratory judgment voiding the action that the suit seeks to set aside.

(b) A suit seeking declaratory relief under this section must be commenced within 45 days following the initial disclosure of the action that the suit seeks to have declared null and void; provided, however, that any suit for declaratory judgment brought pursuant to this section that seeks to set aside a bond order or bond referendum shall be commenced within the limitation periods prescribed by G.S. 159-59 and G.S. 159-62. If the challenged action is recorded in the minutes of the public body, its initial disclosure shall be deemed to have occurred on the date the minutes are first available for public inspection. If the challenged action is not recorded in the minutes of the public body, the date of its initial disclosure shall be determined by the court based on a finding as to when the plaintiff knew or should have known that the challenged action had been taken.

(c) In making the determination whether to declare the challenged action null and void, the court shall consider the following and any other relevant factors:

- (1) The extent to which the violation affected the substance of the challenged action;
- (2) The extent to which the violation thwarted or impaired access to meetings or proceedings that the public had a right to attend;
- (3) The extent to which the violation prevented or impaired public knowledge or understanding of the people's business;

- (4) Whether the violation was an isolated occurrence, or was a part of a continuing pattern of violations of this Article by the public body;
- (5) The extent to which persons relied upon the validity of the challenged action, and the effect on such persons of declaring the challenged action void;
- (6) Whether the violation was committed in bad faith for the purpose of evading or subverting the public policy embodied in this Article.

(d) A declaratory judgment pursuant to this section may be entered as an alternative to, or in combination with, an injunction entered pursuant to G.S. 143-318.16.

(e) The validity of any enacted law or joint resolution or passed simple resolution of either house of the General Assembly is not affected by this Article. (1985 (Reg. Sess., 1986), c. 932, s. 1; 1991, c. 694, s. 8.)

§ 143-318.16B. Assessments and awards of attorneys' fees.

When an action is brought pursuant to G.S. 143-318.16 or G.S. 143-318.16A, the court may make written findings specifying the prevailing party or parties, and may award the prevailing party or parties a reasonable attorney's fee, to be taxed against the losing party or parties as part of the costs. The court may order that all or any portion of any fee as assessed be paid personally by any individual member or members of the public body found by the court to have knowingly or intentionally committed the violation; provided, that no order against any individual member shall issue in any case where the public body or that individual member seeks the advice of an attorney, and such advice is followed. (1985 (Reg. Sess., 1986), c. 932, s. 2; 1993 (Reg. Sess., 1994), c. 570, s. 3.)

§ 143-318.16C. Accelerated hearing; priority.

Actions brought pursuant to G.S. 143-318.16 or G.S. 143-318.16A shall be set down for immediate hearing, and subsequent proceedings in such actions shall be accorded priority by the trial and appellate courts. (1993 (Reg. Sess., 1994), c. 570, s. 4.)

§ 143-318.16D. Local acts.

Any reference in any city charter or local act to an "executive session" is amended to read "closed session". (1993 (Reg. Sess., 1994), c. 570, s. 4.)

§ 143-318.17. Disruptions of official meetings.

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor. (1979, c. 655, s. 1; 1993, c. 539, s. 1028; 1994, Ex. Sess., c. 24, s. 14(c).)

§ 143-318.18. Exceptions.

This Article does not apply to:

- (1) Grand and petit juries.
- (2) Any public body that is specifically authorized or directed by law to meet in executive or confidential session, to the extent of the authorization or direction.
- (3) The Judicial Standards Commission.
- (3a) The North Carolina Innocence Inquiry Commission.
- (4) Repealed by Session Laws 1991, c. 694, s. 9.

- (4a) The Legislative Ethics Committee.
- (4b) A conference committee of the General Assembly.
- (4c) A caucus by members of the General Assembly; however, no member of the General Assembly shall participate in a caucus which is called for the purpose of evading or subverting this Article.
- (5) Law enforcement agencies.
- (6) A public body authorized to investigate, examine, or determine the character and other qualifications of applicants for professional or occupational licenses or certificates or to take disciplinary actions against persons holding such licenses or certificates, (i) while preparing, approving, administering, or grading examinations or (ii) while meeting with respect to an individual applicant for or holder of such a license or certificate. This exception does not amend, repeal, or supersede any other statute that requires a public hearing or other practice and procedure in a proceeding before such a public body.
- (7) Any public body subject to the State Budget Act, Chapter 143C of the General Statutes and exercising quasi-judicial functions, during a meeting or session held solely for the purpose of making a decision in an adjudicatory action or proceeding.
- (8) The boards of trustees of endowment funds authorized by G.S. 116-36 or G.S. 116-238.
- (9) Repealed by Session Laws 1991, c. 694, s. 9.
- (10) Repealed by Session Laws 2013-234, s. 10, effective July 3, 2013.
- (11) The General Court of Justice. (1979, c. 655, s. 1; 1985, c. 757, s. 206(e); 1991, c. 694, s. 9; 2006-184, s. 6; 2006-203, s. 95; 2010-171, s. 5; 2013-234, s. 10.)

Chapter 132.

Public Records.

§ 132-1. "Public records" defined.

(a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information. (1935, c. 265, s. 1; 1975, c. 787, s. 1; 1995, c. 388, s. 1.)

§ 132-1.12. Limited access to identifying information of minors participating in local government parks and recreation programs and programs funded by the North Carolina Partnership for Children, Inc., or a local partnership in other localities.

(a) A public record, as defined by G.S. 132-1, does not include, as to any minor participating in a park or recreation program sponsored by a local government or combination of local governments, a program funded by the North Carolina Partnership for Children, Inc., under G.S. 143B-168.12, or a program funded by a local partnership under G.S. 143B-168.14, any of the following information as to that minor participant: (i) name, (ii) address, (iii) age, (iv) date of birth, (v) telephone number, (vi) the name or address of that minor participant's parent or legal guardian, or (vii) any other identifying information on an application to participate in such program or other records related to that program.

(b) The county, municipality, and zip code of residence of each participating minor covered by subsection (a) of this section is a public record, with the information listed in subsection (a) of this section redacted.

(c) Nothing in this section makes the information listed in subsection (a) of this section confidential information. (2008-126, s. 1; 2012-67, s. 1.)

§ 132-1.13. Electronic lists of subscribers open for inspection but not available for copying.

(a) Notwithstanding this chapter, when a unit of local government maintains an electronic mail list of individual subscribers, this chapter does not require that unit of local government to provide a copy of the list. The list shall be available for public inspection in either printed or electronic format or both as the unit of local government elects.

(b) If a unit of local government maintains an electronic mail list of individual subscribers, the unit of local government and its employees and officers may use that list only: (i) for the purpose for which it was subscribed to; (ii) to notify subscribers of an emergency to the public health or public safety; or (iii) in case of deletion of that list, to notify subscribers of the existence of any similar lists to subscribe to.

(c) Repealed by Session Laws 2011-54, s. 1, effective April 28, 2011. (2010-83, ss. 1-3; 2011-54, s. 1.)

**Code of Ethics for the Board of Commissioners of
The Town of Zebulon, North Carolina**

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a “frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty;”

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina’s state motto, *Esse quam videri*, “To be rather than to seem;”

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics;

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this town, and with obeying the law; and

WHEREAS, the Town of Zebulon is dedicated to serving its citizens openly and ethically;

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the Town of Zebulon (the “Town”), and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Board of Commissioners of the Town of Zebulon do hereby adopt the following General Principles and Code of Ethics to guide the board in its lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure. The Town has adopted the Council Manager form of government and board members must follow the appropriate channels of communication through the Town Manager regarding Town affairs.
- Board members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Board members must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens;
 - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions; and
 - As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.
- Board members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.

- Board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Board of Commissioners of the Town of Zebulon and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgment.

Section 1. Board members should obey all laws applicable to their official actions as members of the board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that a board member is behaving unethically because one disagrees with that board member on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Section 2. Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values;
- Behaving consistently and with respect toward everyone with whom they interact;
- Exhibiting trustworthiness;
- Living as if they are on duty as elected officials regardless of where they are or what they are doing;
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves;
- Treating other board members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions;
- Not reaching conclusions on issues until all sides have been heard;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices;
- Recognizing that they are part of a larger group and acting accordingly; and
- Recognizing that individual board members are not generally allowed to act on behalf of the board but may only do so if the board specifically authorizes it, and that the board must take official action as a body.

Section 3. (a) Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.

(b) No board member shall grant any special consideration, treatment or advantage to any citizen or entity beyond that which is available to every other citizen or entity.

(c) If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

Section 4. (a) Board members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

(b) Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the board has authority.

(c) Board members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5. (a) Board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to board members or their employees.

(b) In order to ensure strict compliance with the laws concerning openness, board members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Adopted this the 21st day of March 2012.



Zebulon Parks & Recreation Department
Park Update
September 21st, 2020

Administrative

- Emergency Operation Center- Department has served as Public Information Office for the town for Covid-19 related items
- ZPRD Newsletter: The Rec Report
 - NEW! – This newsletter has been released two editions so far.
 - Share highlights, upcoming events and programs, COVID-19 updates, project updates, town happenings, etc.
 - So far we have had a great response, showing that people have been opening the newsletter and clicking the links to register for programs online. For example, within 24 hours of the release on the most recent newsletter, more than 25 registrations were completed online. This is a much higher than the average daily registration rate.
- PublicInput.com
 - We are receiving training and will pilot this platform for the town
 - It creates an online platform to encourage public engagement and improve communication
- Facility Dude
 - Parks Work Order System
 - Building the platform based on our park system
 - Limited staff receiving training will roll out in phases.
 - Eventually the plan is for the public to submit concerns on the system to automatically report to department staff.

Parks

- We had six hazardous trees removed from the disc golf course
- Safety Mulch was installed at Whitley park and Gill St. park playgrounds
- Fall pre-emergent application have begun
- All playgrounds and park facilities are open and are limited to state regulations.
- Shelter and Field rentals are being allowed that can meet NCDHHS and CDC guidance and restrictions.
- Landscape Service Contract has been awarded to the lowest bidder. Services are expected to begin in October at Gill St Park, Little River Park, Whitley Park, Zebulon Community Park and the Cemetery.
- 2 dugout awnings at Zebulon Elementary School Park were renovated.
- Working to create public space downtown in partnership with ZDAC by activating alleyways. The Pop Up Park was a small representation of things to come. Working on resurfacing, adding art, and getting electrical to these areas.
- Worked with a local Girl Scout to complete the fence around Gill St Park Playground to support children with Autism.

Community Center

- Supported with YMCA for Scholastic Support Center at the Community Center
- Hosted a Car Bingo Night on Friday, August 21. All 12 spots available were reserved.
- US Fitness Preventative Maintenance was performed on all fitness equipment
- Outdoor Fitness Classes continue every Tuesday, Wednesday, & Thursday in the Community Center parking lot.
- Preparation underway for 2020 Arbor Day tree planting.
- Trunk or Treat has been cancelled for this year and replaced by an alternate Spooktacular Movie Night at the Zebulon Community Park.



Zebulon Parks & Recreation Department
Park Update
September 21st, 2020

Events, Cultural/Enrichment Programs and Camps

- Summer Camp
 - Proceeded with camps that could meet COVID-19 restrictions.
 - Served 87 Kids
 - Sewing, Into the Wild, Krafty Kids, Mad Scientists, Fishing & Swimming, Around the World Art, Tool Time, Golf and Swim.
- Art Classes
 - Adult: Sun Flower in a Mason Jar: 8 (maxed out)
 - Youth: Hedgehog: 8 (maxed out)
 - Art Education with Amanda Cruz: Elementary 8, Middle 8, High School 5
- Events
 - Drive in Movie: Friday, September 18th, as of September 14th (sold out)
 - Farmers Market
 - Summer Season of the market ended on Saturday, August 29
 - Pop-Up Market on Wednesday, September 23 from 4 PM to 7 PM
 - Depending on produce availability, we may be scheduling an event in October and November in place of Hay Day and the Holiday Craft Market.
 - Farmers Markets are operating under the same regulations as grocery stores. They are not currently considered an event because farmers markets provide the community with a place to gather essential goods. Therefore, according to Wake County Gov. COVID-19 response team, we are not able to hold any event aspects of the farmers market. We are not able to hold an event that is marketed as a fair or festival or is centered around crafts.
 - We continue to promote our vendors with alternate purchasing options on our website and social media
 - Market vendor, Zebulon Pottery, has opened a brick and mortar location in the same space as Five County Garden Center.
- Upcoming Programs:
 - Art with Amanda Painting Classes
 - Youth and Adult Sewing with Karen Barnhardt
 - Nature Programs with Sylvan Heights
 - Hay Days/October-Month long celebration highlighting each Department.

Athletics

- Youth and Adult Tennis Lessons
- Youth Golf Lessons
- Summer Basketball Clinics
- Fall Clinics: Softball, Basketball, Soccer
- Registration was not sufficient in both our community and the Easter Wake Region collaborative to proceed with fall baseball and softball
- Basketball Leagues are not recommended by NCDHHS and our season will be cancelled in its traditional form. Alternative basketball opportunities will be offered.

Parks and Recreation Master Plan Process



OVERVIEW

The Town of Zebulon Comprehensive Parks and Recreation Master Plan is a long-range planning document that is meant to help shape the direction, development and delivery of the Town's parks and recreation facilities. Based on a comprehensive planning approach, this plan considers previous planning documents, department goals, existing conditions, and assessment of needs to provide a framework for recommendations and prioritization strategies.

This Master Plan is a continuation of the diligent planning efforts undertaken by the Town, and seeks to build upon the existing framework and establish a roadmap for the future of Zebulon's Park System. The foundation for this plan will be driven by the Town's desire to improve the quality of life for Zebulon residents by providing excellent parks and community facilities and recreation opportunities for a diverse, growing population.

PROJECT PROCESS

This project follows a linear process, building upon previous work that begins with an overview of existing parks and facilities, analysis of public needs and priorities, formation of a long range system-wide vision, and lastly, implementation priorities, funding strategies and policy recommendations.



PROJECT PROCESS

Data Analysis Process

To gain an accurate understanding of the Town of Zebulon Parks and Recreation system, as well as, residents' needs, the consultant team will utilize a mixed methods, triangulated approach to data analysis. The following diagram identifies the techniques to be used:

Multiple Techniques for a Triangulated, Comprehensive Approach

Quantitative Techniques:

- Benchmarking
- Level of Service Analysis
- Recreation Trend Analysis



Observational Techniques:

- Individual Park Evaluations
- Programming Analysis
- Operations and Maintenance Analysis
- Population and Demographic Overview

Qualitative Techniques:

- Stakeholder Interviews + Focus Groups
- Community Workshops
- Special Events
- Social Media
- Websites
- Online Survey
- Community Interest Survey

